

## HOUSEKEEPING GUIDELINES



Close attention to good housekeeping and office safety encourages teamwork, prevents accidents and creates a wholesome and productive work environment.

Good housekeeping is one of the most important factors in maintaining a safe job. Numerous workers in the industry are injured each year because they trip, stumble or step on objects that are in their way. These accidents are often blamed on the worker's carelessness in not looking where they are going.

Actually, these accidents are the direct result of poor housekeeping. When something is seen lying around, stop and take the time to put it in its proper place. Don't wait for someone else to do it, even though they may be the one who left it there.

1. Report all injuries, regardless of severity to supervisor within 24 hours.
2. Walk cautiously up and down stairs; use the handrail whenever possible.
3. Use caution when opening a door onto a stairwell and walking past doors in stairwells.
4. Keep floors, landings, and stairs free of debris.
5. Close drawers of desks and file cabinets when not in use.
6. Do not use boxes, chairs, etc. in place of ladders.
7. Keep the floor free of tripping hazards such as telephone cords, electric extension cords, and paper cartons.
8. Store material on shelves in a manner to prevent falling; heavy objects should be placed on lower shelves.
9. Report unsafe electrical cords, faulty electrical or other equipment, or any other hazardous condition promptly to your supervisor.

Reference: WAC 296-800-220