

## Good Housekeeping Is a Good Safety Practice

- ✓ Keep aisles, passageways, stairways, and floors clear of tools, materials, boxes, cords, cables, air hoses, and trash.
- ✓ Close drawers.
- ✓ Put tools and materials away when you're not using them.
- ✓ Cover sharp edges of tools.
- ✓ Stack materials carefully, so they won't fall or block sprinkler access.
- ✓ Clean up all spills immediately and properly—or call someone who can.
- ✓ Report any loose or broken flooring or other broken equipment.
- ✓ Avoid keeping food and beverages in the work area.
- ✓ Place all trash in proper containers—closed metal containers for combustible waste.
- ✓ Don't let paper or other combustibles come in contact with lights or electrical equipment.
- ✓ Prevent dirt or grease buildup on machinery and equipment.
- ✓ Smoke only where permitted, and put out smoking materials in ashtrays.
- ✓ Keep flammable liquid containers closed when not in use.
- ✓ Don't place tools or equipment on the edges of shelves or tables.