

Safety Tips

Good Housekeeping Equals Fewer Injuries



Some of the most frequently overlooked general safety precautions involve housekeeping. From cuts and scrapes to slips, trips and falls, poor housekeeping is one of the major causes of employee injuries. Good housekeeping can do more than just reduce hazards and associated accidents. Working in a clean, organized environment can also save time and increase productivity.

Practice Good Housekeeping Daily by Using the Following Tips:

Don't wait—pitch in and take action!

Good housekeeping is everyone's responsibility. Take action when you see a problem. Don't wait for someone else to do it.

Keep your mind on your work!

Carelessness is a major cause of accidents. Stay alert and tuned into your surroundings. Keep both mental and physical clutter out of the workplace.

Move it out!

Keep all corridors, passageways, stairwells, work areas, storerooms and service areas clear of clutter, obstructions, debris, boxes, files and storage. Never block these areas, even temporarily. Emergencies don't usually come with advanced warning and are not likely to give you time to clear cluttered or blocked escape paths.

Secure it!

Prevent trip and fall hazards by securing electrical cords and wires under desks and away from walkways. If necessary, request more outlets rather than running electrical cords across aisles.

Pick it up!

Pick up dropped pencils, paper clips and rubber bands that can cause you or a co-worker to slip, trip or fall.

Throw it away!

Properly dispose of waste and trash promptly, and ensure that it is placed in the proper receptacle. Contact your building custodian if you see areas that are cluttered with rubbish.

Wipe it up!

Wipe up spills and tracked-in rain or snow immediately. If a spill is too large to clean up quickly, contact the building custodian to clean it and mark the wet spot with signage.

Report it!

Report uneven, defective flooring, worn spots in carpets, chipped tiles and worn stair treads to your supervisor or building custodian.

Stack it up!

Stack materials and supplies in a neat and orderly fashion, placing heavy or bulky items on the bottom. Secure items so they won't topple.

Don't overload it!

Do not overfill bookcases, shelves, racks, bins or storage areas.

Close it!

Keep cabinet doors and drawers closed all the way.

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Don't bring it to work!

Do not bring personal chemical products such as cleaners, disinfectants or pesticides into work. Nassau BOCES is responsible to provide all necessary chemical products for employees to do their job safely, so only chemical products purchased by Nassau BOCES are authorized for use on the job. Unauthorized chemical products are problematic because they clutter up the workplace and might not be the appropriate product for the task. Also, we do not know the physical and health hazards associated with these products, so proper storage, handling, and disposal of them are an issue, as well. In addition, it is illegal for anyone except licensed pesticide applicators to use and apply pesticides in schools.

Store it properly!

Store flammable liquids and combustibles such as paper away from heat and ignition sources.

Limit food brought into and stored in classrooms and offices. If food is a necessity, such as for instructional purposes, it should be sealed in appropriate containers so as not to attract pests.

Put it where it belongs!

Return equipment, supplies and tools to their proper place after use so they can be easily located when needed next and to prevent them from getting damaged.

Maintain it!

Follow cleaning and maintenance routines on equipment and report any broken equipment to your supervisor for repair or disposal. Be sure guards are in place, secure and in good working order.

Keep it lit!

Maintain good lighting. Make sure there is enough light to see what you are doing. Report light bulbs that are out, so that they can be replaced.

Wash it!

Practice good personal hygiene. Wash your Hands frequently and thoroughly, and always before eating.

Do it every day!

Keep your work area clean on a daily basis and throughout the day to minimize the amount of time needed to clean a "larger mess" later on.



We are all busy doing our jobs, but that should not be an excuse for causing or allowing hazardous working conditions. Take a little time each day to straighten up your workplace. Remember, by doing this you'll avoid injury and help protect yourself and your fellow employees.



DISCLAIMER:

This Safety Tips Sheet is being provided for educational purposes only and addresses common reasons for accidents. It is not intended to imply fault or negligence on the part of any employee. It is the law, policy, and intent of Nassau BOCES to provide a safe and healthful workplace. However, the basic responsibility for safety and health rests with all BOCES employees. The measures contained herein can help employees to ensure their safety.

Although the information and recommendations contained in this Safety Tips Sheet have been compiled from sources believed to be reliable, the Office of the Nassau BOCES Safety Coordinator makes no guarantee as to the correctness, sufficiency or completeness of such information or recommendations. Other or additional safety measures may be required under particular circumstances.

For more information call the Safety Hotline 396-2400.