

# Good Housekeeping Safety Checklist

- Keep all tools and materials in their proper place when not in use.
- Keep sharp edges sheathed.
- Keep the floor clear at all times.
- Keep cords, cables, and air hoses above floor level.
- Keep aisles, passageways, and sprinklers clear.
- Close all drawers.
- Cover or sand off splinters.
- Use permanent wiring, not extension cords, whenever possible.
- Keep wires and cords untangled.
- Keep cords away from heat and water.
- Keep flammable liquids in approved airtight metal containers, away from ignition sources.
- Clean up spills immediately.
- Don't let dust or lint build up on machinery or work surfaces.
- Dispose of flammable scrap in tight, closed metal containers that are emptied daily.
- Remove only necessary quantities of chemicals from containers.
- Make sure all chemical containers are labeled.
- Keep chemical containers closed when not in use.
- Check chemical containers regularly for leaks.
- Don't let grease or dirt build up on floors or surfaces.
- Keep food, drinks, and cigarettes out of the work area.
- Keep lights clean.
- Report holes, loose boards, and other flooring problems.
- Throw away trash promptly and properly.

# Office Safety Do's and Don'ts Checklist

## DO:

- Report slippery or uneven floor surfaces, torn carpet or linoleum.
- Keep file and desk drawers closed.
- Stack cartons and supplies carefully so they won't fall.
- Be sure file cabinets aren't top-heavy.
- Replace electrical cords when insulation frays.
- Report poor lighting or missing handrails on stairs.
- Make sure plugs match their outlets.
- Put materials and papers away when not in use.
- Check container labels and safety data sheets before using office chemicals.
- Be careful with knife cutters, razor blades, scissors, and other pointed objects that could cause injuries.
- Know whom to contact and where to go in an emergency.
- Know where fire extinguishers and first-aid kits are kept.
- Check that fire extinguishers are inspected regularly.
- Use dollies and similar equipment to move large or heavy items.
- Use proper lifting techniques that let the legs, not the back, do the work.
- Use a ladder or stepstool, rather than standing on furniture or boxes, to reach high places.
- Carefully put out cigarettes and matches in ashtrays.

## DON'T:

- Leave cords, boxes, and other materials in aisles.
- Block emergency exits.
- Use extension cords unless necessary.
- Overload electrical outlets.
- Leave combustible trash in open containers.
- Leave containers of chemicals open.
- Carry loads you can't see over.
- Smoke in unauthorized areas.
- Run in aisles, halls, or on stairways.
- Throw objects or engage in horseplay.

Attachment [*number*]

# Safe Habits

1. Recognize risks associated with doing your job.
2. Look for things that could go wrong.
3. Eliminate risks before you start work.
4. Know the hazards of chemicals you work with as well as signs and symptoms of overexposure.
5. Wear the correct PPE when required and voluntarily for added protection.
6. Clean up slip and trip hazards.
7. Remove ignition hazards.
8. Inspect equipment and machinery before each use.
9. Maintain good housekeeping in your work area.
10. Use safe lifting techniques.
11. Use material-handling aids when lifting heavy or large objects.
12. Know and follow all company safety rules.
13. Help others—especially new employees—understand the concepts of accident prevention.
14. Don't ignore safety hazards and assume someone else will take care of the hazard.
15. Follow safe work practices—do not take shortcuts.
16. Keep your mind focused on your job and the associated hazards.
17. Do not tolerate horseplay.
18. Speak up when unsafe conditions or behaviors are observed.
19. Volunteer to be involved with safety training and the safety committee.
20. Compliment others who work safely.
21. Keep emergency exits and equipment accessible.
22. Do not open electrical panels unless you are a trained electrician.
23. Maintain healthful habits such as eating nutritious foods, getting adequate sleep, reducing consumption of alcohol, exercising regularly, and managing stress.