



Keep it **CLEAN** Keep it **SAFE**

DO

Put away tools and materials when you're not using them.

DO

Clean up spills immediately and properly—or call someone who can.

DO

Dispose of trash in proper containers.

DO

Clean equipment and work areas regularly to prevent buildup of dust, dirt, and grease.

DO

Close flammable liquid containers when not in use.

DO

Store and stack materials safely so they don't fall or collapse.

DO

Report loose or broken flooring.

DO

Cover sharp tools and edges.

DON'T

Clutter aisles, stairways, and floors with tools, cords, materials, boxes, and trash.

DON'T

Block access to exits, sprinklers, or electrical panels.

DON'T

Leave drawers and cabinets open when you're not using them.

DON'T

Keep food and beverages in the work area.

DON'T

Store combustible materials near lights or electrical equipment.

DON'T

Smoke except in designated areas.

DON'T

Place tools or equipment on the edges of shelves or tables.

DO correct or report housekeeping hazards.

DON'T wait for someone to get hurt.

