

# SAFETY FOCUSED

Presented by

December 2019

## Maintaining Workplace Safety Through Good Housekeeping

Workplace housekeeping—the act of maintaining clean and organized workspaces—may seem like a chore, but it can go a long way in preventing on-the-job injuries. In fact, good workplace housekeeping practices can reduce the following:

- Clutter and, subsequently, injuries caused by slips and trips
- Potential fire hazards
- Employee exposure to hazardous dust and vapors

Employees play an active role in workplace safety. As such, it's important to do the following when it comes to ensuring good workplace housekeeping:

- **Clean up after yourself.** Above all, ensure that you pick up trash and dispose of it properly. Keep your work area clean throughout the day. Be sure to vacuum or wet sweep dusty areas as needed.
- **Ensure aisles and stairways are clear of hazards.** Address potential slip, trip and fall hazards (e.g., protruding nails, spills and loose cords). Report all slips, trips and falls as soon as possible to help prevent future incidents.
- **Dispose of combustibles and flammable materials properly.** If improperly discarded, these items can increase the potential for a fire.
- **Keep tools in their designated storage areas when they are not in use.** In addition, materials and supplies should be stacked in an orderly manner and secured properly.

Keeping the above practices in mind not only ensures your own safety, but also protects the health and well-being of your peers. For questions regarding housekeeping practices, speak with your manager.

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## Safe Driving Practices for Employees

According to the Centers for Disease Control and Prevention (CDC), approximately 3 million people are injured in motor vehicle crashes each year.

As part of your job duties, you may be required to operate a vehicle on company time. In order to protect yourself and those you share the road with, it's important to make road safety a priority and keep in mind the following tips:

- Wear a seat belt whenever you operate a motor vehicle. Ensure any passengers in your vehicle are buckled up as well.
- Refrain from driving under the influence of drugs or alcohol.
- Ensure you are well-rested before getting behind the wheel. When you drive fatigued, the chances of becoming distracted or getting into an accident increase.
- Avoid adjusting the radio, using smartphones and other distractions whenever you drive. Focus on driving, and do not let anything divert your attention. When you drive, actively scan the road, using your mirrors to watch out for other vehicles, pedestrians and cyclists.
- Practice defensive driving. Increase following distances to give yourself more time to react to slowing traffic and other hazards. Avoid aggressive driving and be courteous to other drivers.
- Keep all lights, mirrors and windows clean to give yourself the clearest possible view of surrounding traffic.

Above all, to remain safe on the road, it's important to follow 's policies related to the use of motor vehicles. If you have any questions regarding these policies, speak with your manager.



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