

City of Saint Paul Labor Management Safety Committee

October 20th, 2010 Safety Message

GOOD HOUSEKEEPING RULES

- Keep work areas clean – including rest rooms and break areas.
- Do not store any materials near doors, stairways, and walkways – even temporarily.
- Clean up scrap lumber and debris around machinery.
- Do not stack items so that they are hanging over the edge of shelves.
- Place signage in any areas where there is a wet or slippery floor.
- Keep commonly used items in areas where they are easily accessible.
- Clean up all spills immediately using the proper method of cleaning.
- Pick up debris – even if you did not leave it.
- Close the drawers on all file cabinets.
- Do not allow wires to hang where someone could hit them or laying on the floor where someone could trip on them.
- Ensure stair railings are properly fastened and at the right height.
- Make sure entrances and exits are properly lit – especially at night.
- Report any broken or defective items to a supervisor or manager immediately.

Information courtesy of the New York State Insurance Fund