

# MAFES Dawg Tracks



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Safety Tips: Good Housekeeping



It may appear that we are beating a dead horse to death, but that isn't the intention. A clean shop shows that you take pride in the cleanliness and organization of the area.

An organized, uncluttered and clean shop area does more for positive impressions for staff employees and guests than anything, and it also enhances the safety program.

In addition to poor attitudes, bad housekeeping can lead to:

- Slips, trips or falls from wet or cluttered floors.
- Slips, trips or falls from objects (or maybe scrap material) left in aisles or walkways.
- Falls resulting from broken concrete floors or walkways - maybe loose tiles or torn carpet.
- Collisions can occur from unorganized storing of materials, materials hanging out from shelving, or maybe material stored in aisles or walkways.
- Poor housekeeping results in potential hazards in the work area.

## **RESULTS OF GOOD HOUSEKEEPING TRAITS:**

- ~Eliminates accidents and potential fire causes.
- ~Saves energy by not having to "walk around" congested area and coping with "deadwood" in aisles or walkways.
- ~Provides better space utilization.
- ~Helps control property damage.
- ~Keeps inventory of supplies at a minimum (because it is stored in an orderly fashion).
- ~Guarantees a pleasant work area appearance.
- ~Encourages positive work habits.
- ~Reflects the image of pride in your work.
- ~Reduces the amount of cleanup work because you have a planned cleaning program and you practice it.

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Excerpts: toolbox topics.com

**~SAFETY IS EVERYONE'S RESPONSIBILITY~**

A good housekeeping program, as you all know, should include a program of scheduled floor sweeping, trash removal, an area set aside for scrap metal and orienting all employees for the need to replace tools in their respective locations.

In case you haven't set up a hygiene program or have one and want to improve it, there are some tips that we shall list below that will offer you some ideas on setting up an organized maintenance program:

- Keep walking and working surfaces clean, dry and free of obstructions.
- Keep oil pans available for implement and vehicle servicing.
- Maintain sufficient trash barrels for trash and set up separate collection areas for wood and metal scrap.
- Adequate lighting, both natural and artificial, should be maintained to assure good visibility for work activities and to reveal slack housekeeping areas like general bad housekeeping, dirt or obstructions in walkways.
- Repair hoses, pipeline, and valves which will help to maintain dry floors.
- Combustible materials should be stored in segregated areas away from flames or combustible matters.
- Maintain a used oil container with secondary confinement for catching residue.
- Keep tools and appliances off the floor when not in use and see that they are replaced in the tool room or tool area.

**These tips will offer help in setting up or revising a hygiene program for your station.**

**AVOID A SCENE—**

**KEEP YOUR WORKPLACE CLEAN!**

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**THE SAFE WAY IS THE ONLY WAY!!!**