



# Safety Matters

Talking Points for Supervisors

SURRY  
INSURANCE

## Safe Housekeeping

Most of you probably have house cleaning duties at home. For some, it's a regular weekly chore. Whatever the case may be, you'll agree that good housekeeping practices are important in the home.

However, what we sometimes overlook is that good housekeeping is a key duty on the job, too. The orderly arrangement of work areas is vital to the safety of all workers, regardless of whether they are involved with machines and tools or with appliances and furniture.

Hundreds of on-the-job deaths are caused by falls each year, with poor housekeeping practices contributing to many accidents. Falls often result from tripping over loose articles such as tools left in aisles, wet spots on the floor, or trash and other articles left in stairways.

Tracked-in water can also cause slips and falls, and can become a serious problem at work. Therefore, it should be cleaned up as soon as possible, regardless of who was responsible for creating it.

Have trash receptacles placed in several strategic areas so there is no excuse for paper, soda cans, or other materials being thrown on the floor.

If a glass bottle breaks on the floor, don't attempt to pick up the glass with your bare hands. Rather, wear gloves or sweep up the pieces. The same goes for cleaning up nails or other sharp objects.

It's a lot easier to do your job when your work area is neat. Keep your tools and equipment off the floor and stored in the proper places. This not only reduces tripping hazards but also protects the equipment you use to earn a living.

Did you ever go to the closet at home to get your golf clubs and have to pull them out from under something else? Things start falling all over and it's a big mess. The same principles apply when storing materials or equipment on the job: take time to make the piles neat. It's unsafe to stack them too high and it's best to keep them away from other equipment or items that are used often.

In addition, keep a lookout for danger signals — such as loose flooring, articles out of place or other unsafe conditions — and correct them immediately.

Safety is a team effort! We're all dependent on each other for safety. It's up to each of you to hold up your end of the deal by keeping your work area in order.

While a regular activity at home, safe housekeeping is a key duty on the job, too.

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