



# Housekeeping

## Organization & Work Area Lighting

Shorter days, ground cover and low visibility all contribute to slips, trips and falls in busy work places. Tools, equipment, and extension cords can all easily hide under a thin cover of snow, making it easy to trip even when lighting is good. Combine that with shorter days and reliance on artificial lighting makes for a much more dangerous work environment on the ground.



### Housekeeping Checklist

- Ensure proper lighting for work areas. Poor lighting increases the risk of not seeing hazards. (i.e. dim lights, burnt out lights, analysing shadowed areas).
- Emergency equipment, such as fire extinguishers are clear, clean and accessible.
- Emergency access routes are clear, clean and accessible.
- Doors to and from a work area can be opened without substantial effort and are not obstructed.
- Walkways, stairs and platforms are unobstructed and free of debris.
- Items not in use are placed in a designated area clear of traffic paths, stacked squarely and with larger / heavier items at the bottom.
- Be aware that even a small amount of snow can obscure potentially deadly hazards.
- Clearly identify these areas prior to snow fall. Tall identification flags can be used as they will be spotted above the snow.



### Be Organized!

A tidy work area is a productive and safe work environment for everyone.

- Implement a standard of housekeeping at the beginning of each task.
- Clean up after yourself during the day.
- Clean up at the end of your shift to make it easy you or your co-workers to start anew.