

# SAFETY

## TIP OF THE MONTH

### HOUSEKEEPING & STORAGE

Good housekeeping is possibly the most visible indication of management and employee concern for safety and health. Neatness in our workplace contributes to a safe working environment by minimizing obstacles and potential safety and health threats such as slips, trips, and falls, etc. All Employees share the responsibility for upholding good housekeeping practice.



#### What are the benefits of good housekeeping at work?

- Eliminates clutter which is a common cause of accidents.
- Improves productivity.
- Helps to make the best use of space provided.
- Makes the workplace neat, comfortable and enjoyable.
- Reduces our waste.

#### General housekeeping measures include:

- Storage may not obstruct means of egress.
- Clearance of at least 18" must be maintained between the top of storage and the sprinkler.
- Allow for sufficient, safe clearances and access to any and all work stations, work areas, doors, and stairways.
- Keep aisles and walkways free of physical obstructions.
- Keep fire exits, fire alarm pulls, fire extinguishers, safety showers, eye washes, and any other emergency equipment free of obstructions.
- Keep all filing cabinets and drawers closed when not used.
- Always clean up after yourself
- Access to electrical equipment must be unobstructed.
- A minimum of 3' clearance is required around all electrical, mechanical, and heating units.



#### Good housekeeping means having no unnecessary items around and keeping all necessary items in their proper places.

When a workplace is clean, orderly, and free of obstruction; work can get done safely and efficiently.

You will **feel** better, **think** better and **achieve** superior work.



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