



Southwest Washington
Workers' Compensation Trust

GOOD HOUSEKEEPING

The leading cause of school employee injuries continues to be slips, trips and falls. Practicing good housekeeping can eliminate many of these injuries. Following are tips to improve housekeeping around the school:

GET ORGANIZED!

- ✓ Remove clutter. Dispose of unused items.
- ✓ Store supplies and materials safely. Store heavy items low.
- ✓ Do not store materials within 18" of light fixtures or sprinkler heads.
- ✓ Keep file drawers shut when not in use.
- ✓ Keep floors clear.

*Have pride in your workplace.
Keep it clean and orderly.*

ELECTRICAL SAFETY

- ✓ Keep floors in front of electrical panels and fire extinguishers clear.
- ✓ Don't overload electrical outlets.
- ✓ Secure extension cords to the floor when in use.
- ✓ No daisy-chaining of extension cords (hooking one to another).
- ✓ Remove cords when finished. Extension cords must not be used as a permanent fixture.

CHEMICAL SAFETY

- ✓ Ensure chemicals are properly labeled with chemical name and hazards.
- ✓ Store chemicals and cleaning products out of student's reach.

BE PROACTIVE

- ✓ Clean up spills immediately.
- ✓ Know where "Caution Wet Floor" signs are located in case you come across a spill.
- ✓ If you drop it, pick it up. If you didn't drop it, pick it up.
- ✓ Report unsafe conditions to the principal or secretary.

