



**SPECIAL POINTS
OF INTEREST:**

- **Is Your Work Space Clutter Free**
- **Inspiration to Work**
- **Well-Organized Work Place**
- **Workplace House-keeping Checklist**
- **Early Warning Signs**
- **Steps to Manage Stress**

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Hats ON for Safety

VOLUME 1, ISSUE 2 |

JULY 2011

Keep it Clean

Is Your Work Space Clutter Free?

Workplace housekeeping calls for keeping work areas, hallway, storage spaces, stairwells, bathrooms, break rooms and offices clean and safe.

In addition to reducing the chance of injury, a clutter-free space is a more efficient, healthy and pleasant place to work. Supplies, clean equipment and tools that are easily found

save you time and trouble. Working in a clean and orderly space is simply safer and more enjoyable.



Are you looking for inspiration to work? Well take a look around at how invit-

ing your work station looks – are all files and stationary where they should be or does starting a work day mean sorting through piles of paper to find some space for yourself?

Well, a messy work desk breeds clutter in our work planning and further extrapolates to decreased productivity. Let

us go through some tips that can help you be organized at all times:

- **A Place for Everything:** Find a place for everything you regularly use.
- **Everything in Its Place** Put everything back in its place before walking away.

- **Regular Clean Outs** You will always accumulate items you really don't need to keep. Keep a wastebasket handy so you can easily throw these items away. Set aside a regular time each week or month to have a through clean out.

Well-Organized Work Place

- **Tidiness**—throw away rubbish and materials you don't need.
- **Orderliness**—put things in proper places so you can find them

- **Cleanliness**—keep your work place clean all the time
- **Standardization**—set your own standard when it come to maintaining the cleanliness of your work place.

- **Discipline** should be practiced regularly and should be come a way of life.



Workplace Housekeeping Checklist

- Floors are clean, dry and free hazards
- Unnecessary tools, equipment, parts and materials are removed from the work areas.
- Personal items are stored safely and properly out of the way.
- Exits, walkways and work areas are clear of obstructions.
- Trash and scraps are placed in the proper receptacles.
- Hazardous materials are well marked and stored safely.
- Flammable materials are kept away from heat sources and electrical equipment.
- Tools are cleaned and put away.
- Good housekeeping is a habit practiced throughout the day.

Housekeeping Tips

- Immediately cleanup anything on the floor that creates a slip hazard: water, grease, paper, dust
- Keep walkways clear of boxes etc.
- Keep cabinets closed
- Never block fire exits or fire equipment
- Make sure stacked materials do not impede vision.
- Don't store items in or on electrical panels or control boxes
- Pick up and store tools in their proper location immediately after use.



What are *YOU* worried about? Let us know safety topics that could help keep your workplace safe!

Tips for Clutter Free

Manage Documents

- Make use of filing cabinets, paper trays, file racks, whichever works best for you
- Managing the papers on your desk should be a routine affair. Allocate some time everyday to sort incoming mails and printouts. Keep what is important.

Keep Tools Handy

Stock pens, pencils, scissors, rulers, markers, tape, pins, staples in a specific box or drawer that is easily accessible. Keep a tab on the number of office supplies you

store in your workspace.

Snack Smart

Most companies don't encourage eating at the work desk, but munching on small snacks during the day with coffee/tea is acceptable overall. Take care to throw away the coffee/tea paper cups and food wrappers to avoid a mess and spilling things.

Personalize Your Space

Decorating your space with personal items surely helps one in developing an emotional connect with the office and one's work. The key is to find a balance between adding a personal touch and cluttering it. Don't forget to leave space to work.

Houskeeping Tips

- Keep ventilation systems clear of dust and debris
- Make sure receptacles for waste and debris are conveniently located.

- Remove combustible waste often to minimize the fire hazard.



- Set a good example for other employees by maintaining good housekeeping in your work area.