MARCH *Safety Talk*

Topic: Housekeeping and Organization

When performing your day to day work, remember there is a place for everything and everything should be in its' place.

Here are some important points to help establish and maintain a clean, organized, safe and efficient work area:

1. Never keep old, outdated or damaged tools, equipment or supplies in the work area. The work area should only have what is needed to perform the work.

2. Ensure adequate and appropriate cleaning supplies are available in the work area at all times. These supplies should be readily available so cleaning can occur at any opportunity.

3. Place supplies, tools and materials so that those used hourly or daily are very close. Likewise, those used monthly, quarterly or annually don't need to be so close and should be moved away so to not clutter the work area.

4. Label and colour-code as much as possible. Try to create visual management of the work area. Signage, floor and traffic markings, labels with large letters are all good examples.

5. Ensure there are adequate containers and appropriate locations for waste that is generated from the work.

6. Establish a schedule to routinely clean the work area and replenish supplies. Maintain documentation of this cleaning schedule.