



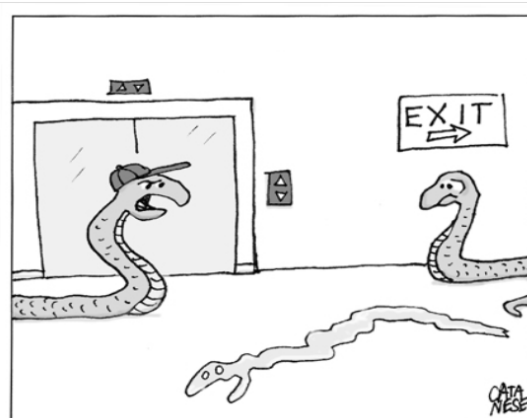
Good Housekeeping:

Just as important at work as it is at home

It is easy to overlook the fact that good housekeeping is also important at work. OSHA's rule on housekeeping is: **"All places of employment, passageways, storerooms, and service rooms shall be kept clean and orderly and in a sanitary condition."** In addition to the regulation, good housekeeping is fundamental to your safety and health, and isn't just about neatness or consideration for others.

Good, safe housekeeping doesn't just happen. Nor is it something you can do once a month and forget about. It's a daily mission that must be tackled with energy, focus, and purpose. You have to plan for it and sustain it. When you do, the rewards are substantial—fewer accidents, greater productivity, and a more pleasant, healthy place for all to work. With these points in mind, consider:

- ↳ **Making time for housekeeping.** Establish a cleanup routine for yourself, such as devoting the last 5 or 10 minutes of your shift to housekeeping duties.
- ↳ **Conducting regular work area inspections.** Daily and weekly inspections of your work area not only help you ensure that housekeeping standards are being maintained, they also help you keep alert to hazards.
- ↳ **Using a checklist.** Create a housekeeping checklist for your workstation and surrounding area, and use it when you inspect.



**"Hey, you know the rules:
You shed it, you clean it."**

EFFECTIVE HOUSEKEEPING PLANS INCLUDE:

- ☑ **Floors**—swept, washed, and well maintained, free of slip, trip, and fall hazards.
- ☑ **Aisles**—kept clear of materials, protruding objects, and other obstructions.
- ☑ **Entryways and exits**—maintained free of slip, trip, and fall hazards as well as materials and other obstructions.
- ☑ **Stairs**—well lit and free of obstructions and slip, trip, and fall hazards.
- ☑ **Workstations**—clean, uncluttered, and well organized for safe, productive work.
- ☑ **Storage**—materials stored properly (arranged and marked) with safe stacking heights. Hazardous materials stored according to compatibility and ventilation requirements. Tools in their proper place.
- ☑ **Waste disposal**—waste properly disposed of in suitable containers that are emptied regularly.



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Workplace Violence: Know how to respond to violent acts

One in six violent crimes occurs in the workplace. Surveys show that one in four workers reports being attacked, threatened, or harassed on the job. Homicide is now second only to motor vehicle accidents as a cause of work-related deaths. Attackers may be criminals who gain entry into the workplace, co-workers, customers, or even angry ex's or family members.

Although the statistics are alarming, you're less likely to be a victim of violence at work than almost anywhere else. But it can occur, so it's best to be prepared. The way you respond to violence can help save lives and capture criminals:

- ∅ Give a robber what he or she wants—don't try to be a hero.
- ∅ Report all criminal or violent acts to authorities.
- ∅ Describe the crime and the criminal in as much detail as possible.
- ∅ List anything that was stolen.
- ∅ Don't touch or move anything at a crime scene without permission.
- ∅ Confront your feelings. Recognize that pain, fear, stress, and other emotions are natural.
- ∅ Don't blame yourself. The attacker is guilty; you're not.
- ∅ Seek counseling if you need help in coping with the aftermath of violence.



Power Pop Quiz: Test your knowledge of electrical safety

It's important to know how to avoid electrical shocks and burns or electrocution. So test your electrical safety knowledge with this short quiz.

- | | | |
|--|---|---|
| 1. The human body is a very poor conductor of electricity. | T | F |
| 2. If you are standing on a wet floor when you touch a piece of electrical equipment, you are more likely to get a shock than if you were standing on a dry floor. | T | F |
| 3. Any experienced person is qualified to repair or perform maintenance on electrical equipment. | T | F |
| 4. If an electrical cord is worn or damaged so that you can see wire showing through the insulation, you should wrap some tape around it. | T | F |
| 5. Never contact anything electrical with anything metal. | T | F |
| 6. Use ground fault circuit interrupters (GFCIs) in all wet locations. | T | F |

Answers:

- (1) False. The body is a good conductor, which increases your chances of getting an electrical shock. (2) True.
(3) False. Only specially trained, qualified, and authorized personnel may repair or maintain electrical equipment.
(4) False. Report any worn or damaged wiring right away and don't use the equipment until it is fixed. (5) True.
(6) True.