

Good Housekeeping Is Your Business

Editor's note: Our Tailgate Training Tip Sheets are [available in Spanish at www.gemplers.com](http://www.gemplers.com).

KEY POINTS:

- Keeping your work area clean helps prevent accidents.
- Pick up tools and equipment after each use.
- Don't store pots, empty boxes, packing material or trash on the floor.

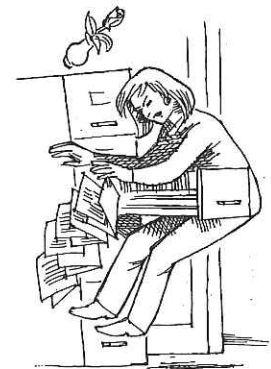
Note to trainer: Follow this script or use it to help guide you through a 10- to 15-minute training session for your ag/hort workers. You may photocopy this sheet for your employees' personal use. However, it may not be published or sold.

Most accidents can be prevented

- Each year, hundreds of thousands of workers are injured on the job.
- While many of these injuries are minor, some are serious – resulting in lost work time, pain, and costly medical bills.
- Many accidents occur because of carelessness – being in too much of a hurry, not paying close attention to your surroundings, or not taking the time to keep your work area hazard free.
- Here are some examples:
 - tripping over tools, machinery or electrical cords
 - running into the sharp corners of open cabinet or desk drawers
 - slipping on floors that contain spilled coffee, chemicals, oil or grease
- A key to preventing these kinds of accidents is your own attitude.
- Keeping your work area neat and clean shows that you believe safety is important.

Be on the lookout for these hazards

- open cabinets and file drawers
- electrical cords that hang down from equipment or lay across the floor
- obstacles such as tools, pots, empty boxes or packing material left in aisles and walkways
- trash that spills over from trash containers or is left on the ground or floor
- overloaded or blocked electrical outlets
- blocked fire extinguishers, fire exits, doorways or fuse boxes
- wet, slippery floors
- uneven surfaces, including rolled floor mats or loose carpet
- oily rags or other flammable materials that are improperly stored
- unguarded machinery or machinery that is left running and unattended
- machinery caked with grease



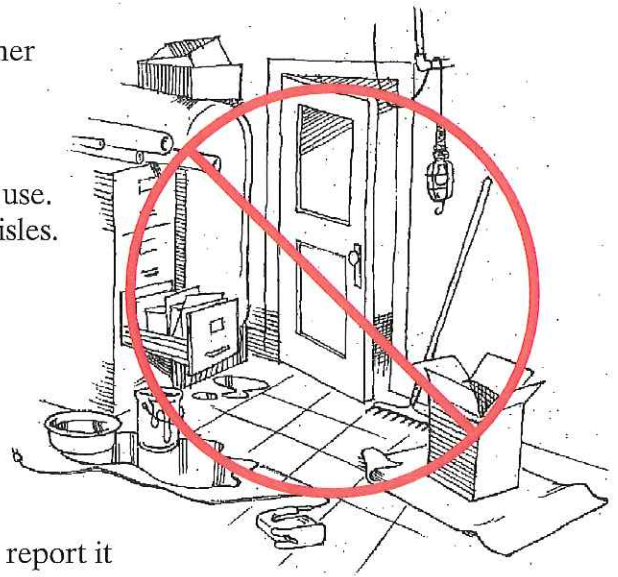
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See our [full line of safety supplies](http://www.gemplers.com), including respirators, eye and ear protection, coveralls, first aid and more.

Good Housekeeping Is Your Business

Here's what you can do

1. Always keep aisles and walkways clear.
2. Don't store empty boxes, paint cans, papers, tools or other equipment on the floor.
3. Put all trash in the [appropriate containers](#).
4. Don't leave running machinery unattended.
5. Pick up and clean tools and other equipment after each use.
6. Don't lay hoses, cables or cords across doorways or in aisles.
7. Keep cabinet and desk drawers closed. Check for open drawers each time you leave your work area.
8. Be on the constant lookout for unsecured rugs, missing floor tiles and similar hazards.
9. Don't put heavy objects on shelves or tables that can't support them.
10. Make sure sharp tools, pesticide containers and other hazardous items are properly stored.
11. Immediately clean up spills. If you spot a chemical spill, report it to your supervisor. Follow the proper cleanup procedures.
12. Check your work area at the end of each day to make sure it's clean and neat.



A few more safety tips

- Don't eat or drink next to electrical equipment. Spilled coffee or water could result in a fire.
- Unplug and turn off electrical equipment when it's not in use.
- Don't substitute chairs or empty boxes for [ladders](#).
- Don't store oily rags or other materials that could easily burn in your work area.
- Don't store boxes or other items on stairs.
- Take the extra time to sweep aisles and walkways as needed during the day.
- Don't run, engage in horseplay or be in too big of a hurry. This can result in an accident.
- Wear the appropriate clothing for the job.



Are there any questions?

Note to trainer: Take time to answer trainees' questions. Then review the **Good Housekeeping Do's and Don'ts**.

GOOD HOUSEKEEPING DO'S AND DON'TS

DO:

- Clean tools and machinery after each use.
- Replace any worn or frayed electrical cords.
- Be on the constant lookout for such hazards as wet, slippery floors and blocked doorways or walkways.

DON'T:

- Store oily rags, papers, packing materials or other items that could easily burn in your work area.
- Ignore spills, hanging electrical cords or other potential hazards.
- Pile items too high on shelves.

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