

SAFETY MEETING

Note: Our company conducts scheduled safety meetings to focus attention on one major safety topic per meeting. Should an employee have a question on any subject related to safety or job procedure, it will be addressed by the person conducting the meeting.

HOUSEKEEPING

What in the world does good housekeeping have to do with working on a job site? Weren't you employed to accomplish certain tasks during your work shift and isn't that all that matters?

Housekeeping is not an additional duty -- it is part of your job. A clean and organized job site creates a positive image of our company to our clients. In addition to providing a more productive setting for work, housekeeping and general cleanliness have a direct effect on safety and health and therefore they are mandatory. Below listed are general housekeeping guidelines some of which, as a matter of interest, are actually required by OSHA standards:

- a. All floor surfaces shall be kept clean and dry.
- b. Tools shall be properly cleaned and put away after use.
- c. Work areas shall be kept clean and orderly.
- d. All stored materials will be neatly stacked.
- f. As far as practical, all work areas shall be kept neat and orderly.
- g. All containers, when not in use, will be sealed.
- h. All containers shall be properly labeled.
- i. No objects will be left unattended on stairways.
- j. Entrances and exits will be properly marked and shall not be blocked.
- k. Fire extinguishers will be readily accessible.

Housekeeping and general cleanliness are an indication of pride in yourself and your work. The results of good housekeeping and general cleanliness spill over into all areas of safety such as the reduction of fire hazards and the reduction of the likelihood of slips, trips, and falls (nationally, a major safety problem).

Everybody gains -- it is easier to find items and the possibility of accident is reduced while the work production is increased.