



Train. Protect. Prevent.

SPRING CLEANING

If you maintain day to day organization and cleanliness at your workplace spring cleaning may not be necessary. However, using spring cleaning as a way of refreshing the workplace is never a bad idea. It can be an excellent opportunity to come up with new ideas to make the workplace a more organized, functional, safer, and overall pleasant space.

Some Ideas for Spring Cleaning:

Make a habit of being organized if you are not already.

Clean your desk. Remove all unnecessary papers, files, tools, etc. and perhaps come up with a new way of organizing them. The same can be done with your computer regarding emails or old files.

Clean your computer screen, keyboard, and other electronics.

Check all electronic equipment to make sure it still functions.

Get rid of useless tools or tools that have piled up over the winter.

This could include items like space heaters.

Take all old computers or VT's to electronic recycling companies.

Remove all unused cords and cables from your work space.

Organize your cabinets or office for a better and safer use of your space.

Implement new ideas for functionality of your office and work.

Use anti-bacterial wet wipes or dusters to clean your space.

For "green" cleaning, try reusable cloths, minimize the use of bleach, and choose environmentally friendly cleaning products.

It would be good idea to conduct a policy audit to make sure your manual is up to date.

Remember, a pleasant and organized work space can help reduce stress and can lead to a higher level of job satisfaction and productivity.

Work Site Review: Hazards/Safety Suggestions

Company Name: _____

Work Site Location: _____

Date: _____ Start Time: _____ Finish Time: _____

Foreman/Supervisor: _____

Employee Signatures: (continue on back of sheet if necessary)

(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness)

Manager/Supervisor's Signature: _____

Disclaimer: The information and suggestions contained in these safety talks are believed to be reliable. However, the authors of the topics and the owners of this web site accept no legal responsibility for the correctness, sufficiency, or completeness of such information or suggestions contained within these topics. These guidelines do not super cede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations