



Safety in Five

Topic: _____

Date: _____

Location: _____

Company: _____

Topic specifics relevant to your job

Housekeeping

- Good housekeeping goes hand in hand with maintaining a safe workspace for employees. A cluttered workplace can lead to slips/trips/falls, struck-by incidents, ergonomic issues and fire hazards.

Slip/Trip/Fall Prevention

- Report and clean up spills and leaks
- Keep aisles and exits clear of stock and debris
- Prohibit storage on steps
- Install mirrors or warning signs to help with blind spots
- Replace worn, ripped or damaged flooring and mats

Prevent Falling Objects

- Keep stock storage neatly arranged
- Place heavier items at waist height and keep lighter items on top-tier shelves
- Refrain from placing objects near the edge of storage shelves
- Stack boxes and materials straight up and down
- Secure tools and equipment to the workbench or floor

- Use a toe board to help prevent objects from falling
- Ensure shelving units and rack systems are stable

Ergonomics

- Ensure employee workstations are free from clutter
- Confirm that employees can access items used most frequently without extensive reach
- Maintain clean and smooth work surfaces
- Regularly check and clean wheels/castors on carts and chairs

Fire Prevention

- Minimize combustible material storage (newspapers, pallets)
- Keep flammables in designated locations (UL listed cabinets)
- Allow a minimum of 18 inches of clear space between storage and automatic sprinkler heads
- Provide ample clear space to access electrical panels, fire extinguishers, alarms
- Prohibit personal use of candles or space heaters
- Regularly empty trash receptacles

Attendees (Names/Signatures)	

Comments/Suggestions