

The logo for the Occupational Safety Association of Alabama (OSAA) is centered on a white rectangular background with clipped corners. The letters 'OSAA' are in a large, bold, red sans-serif font. Below this, the words 'OCCUPATIONAL' and 'SAFETY' are written in white, uppercase, sans-serif font, separated by a vertical line, and are contained within a dark blue horizontal bar. At the bottom, the words 'ASSOCIATION OF ALABAMA' are written in a smaller, red, uppercase, sans-serif font.

OSAA

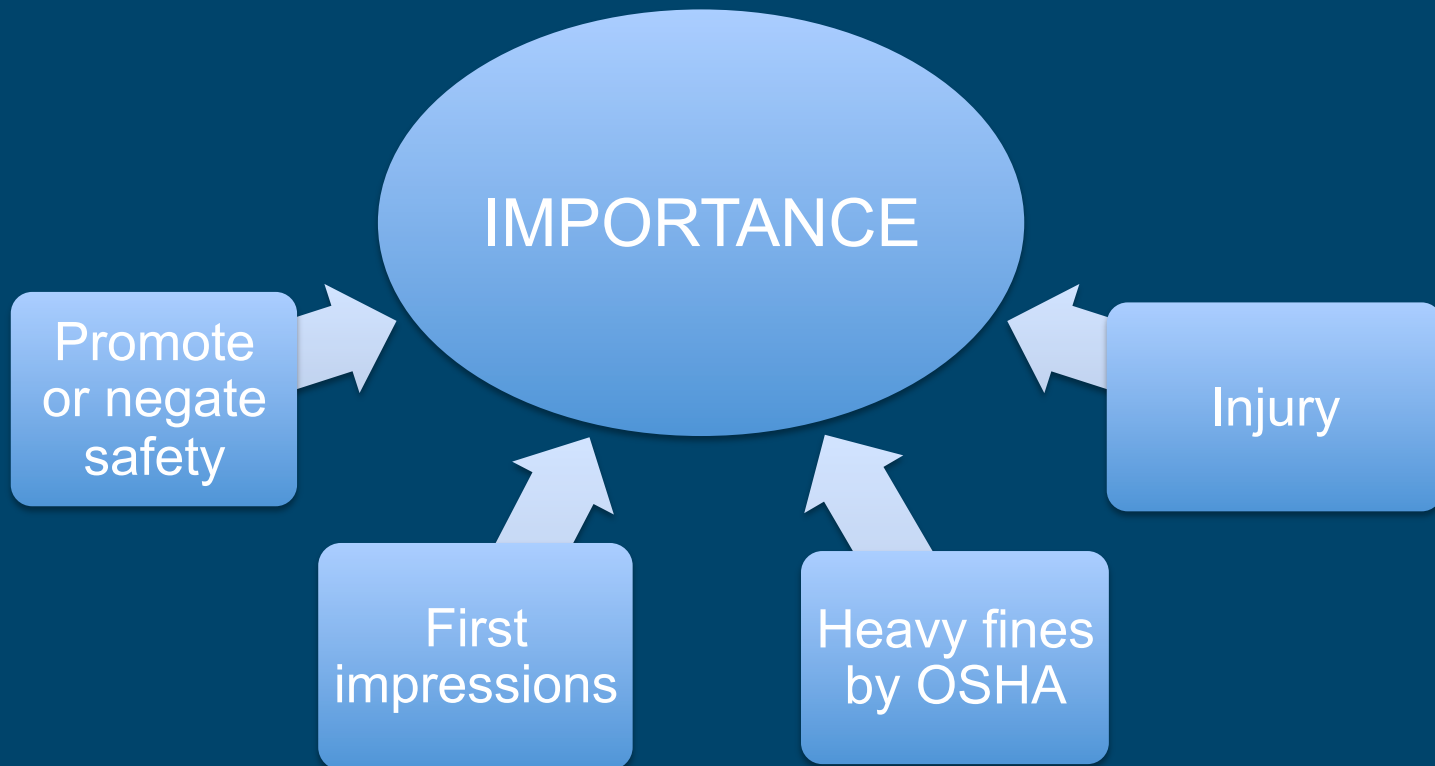
OCCUPATIONAL | SAFETY
ASSOCIATION OF ALABAMA

Keeping up with Housekeeping

Housekeeping



Housekeeping



» PARKING LOT/ SIDEWALKS



- Lighting
 - Area lit adequately
- Curbs
 - Visibility
 - Proper painting
- Cracks
- Holes



» ENTRANCE

- Mats
 - Proper placement
- Signage
 - Proper usage of signs when needed

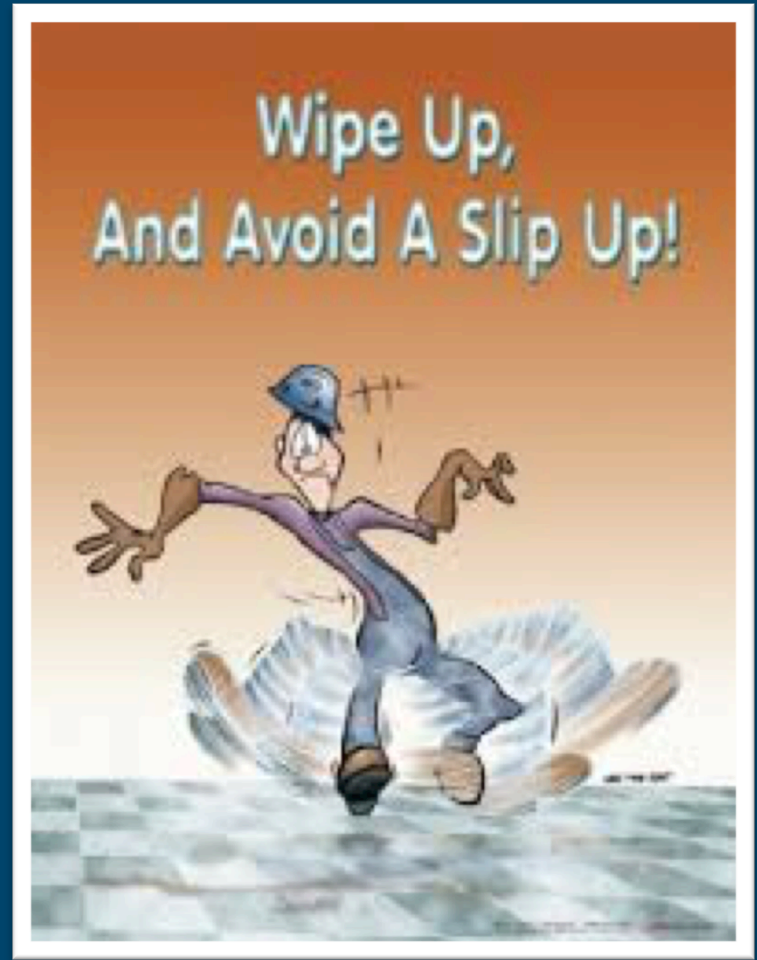
» AISLES

- Always Clear
 - Travel Lanes for pedestrian and forklift traffic
- Trip Hazards
 - Extension cords
 - Totes
 - Pallets



» FLOORS

- Dry
 - Clean up spills
- Marked Walkways
 - Pedestrians
- Vehicle Aisles
 - Forklifts
 - Equipment

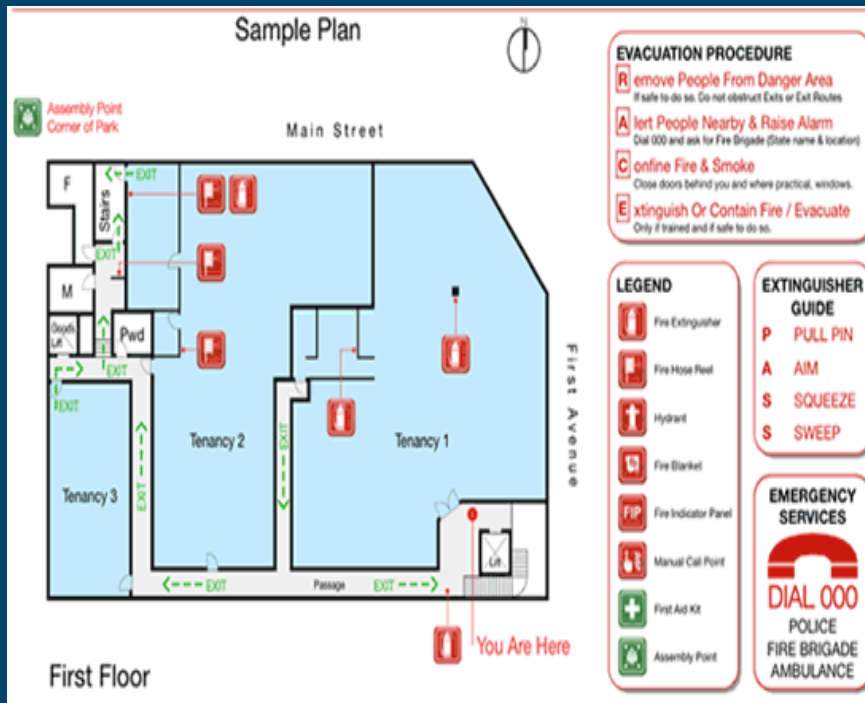


» EXITS



- Never Blocked
 - Unobstructed access
 - 3ft on each side
 - No dead end hallways
- Lighted Signs
 - Requirements
 - Emergency Evacuation Plan

» EMERGENCY EVAC PLAN



- Training
 - Gathering Points
- Two Alarm Tones
 - Fire
 - Weather
- Drills
 - 2 per year
 - Reporting Procedures

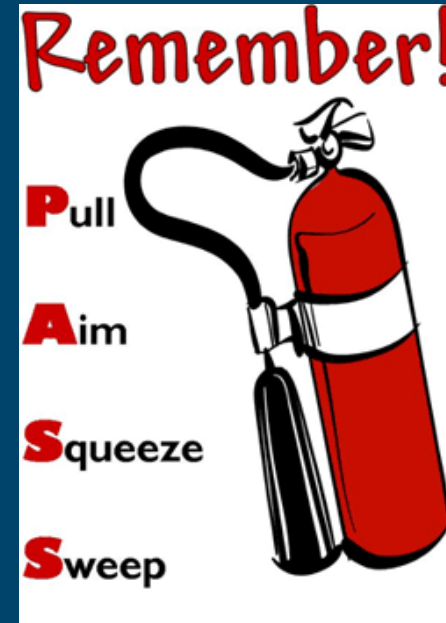
» STORAGE RACKS



- Weight Limit
 - Marked with the load bearing limit
 - Must be anchored
- Height Limit
 - Stacked items:
 - Limited to not create hazard
 - Not block exit sign
 - Heavier items stacked on the bottom
- Organized

» FIRE EXTINGUISHER

- Training
 - “PASS” training
 - Initial employment
 - Annual
- Type
 - Proper one for your company
- Monthly/Annual Inspections
 - Company inspection monthly
 - Fire extinguisher company annual inspection
- Signage
 - Never left on floor



» COMPRESS GAS CYLINDERS

- Storage
 - Oxygen and Acetylene kept 20 ft. apart
- Firewall
 - Used between stored bottles
- No Smoking Signs
 - Posted near the oxygen bottles being stored or in use
- Caps
 - Bottles must be capped when not in use





Keeping Up with Housekeeping - Losses

» Real Life Losses

- Slip and fell in water on bathroom floor – left knee injury
 - Incurred cost: \$ 57,500.00
 - Lawsuit Filed

» Injuries effects:

- Hidden Cost
 - Production Lost
 - Who saw the accident
 - Who came to see what happened
 - Additional time spent
 - Paperwork
 - Recruiting and training new employee if necessary
 - Possible Increase of premium



Keeping Up with Housekeeping - Losses

» Real Life Losses

- Sitting in the storage room, chair fell from the top shelf - head injury
 - Incurred cost: \$ 2,259.16

» Injuries effects:

- Hidden Cost
 - Production Lost
 - Who saw the accident
 - Who came to see what happened
 - Additional time spent
 - Paperwork
 - Recruiting and training new employee if necessary
 - Possible Increase of premium

» YOUR NEXT STEP

1. Assign responsibility
2. Make a Check List
 - ✓ Daily
 - beginning and end of all shifts
 - ✓ Monthly
3. Conduct Safety Meetings



Keeping Up with Housekeeping

Make it your mission,
to not live with an
unsafe condition

Clutter is a breeding
ground for accidents
and injuries

MISSION STATEMENTS

Turn your attention to
accident prevention

Housekeeping you
skip may cause a fall
or slip

OSAA

OCCUPATIONAL SAFETY

ASSOCIATION OF ALABAMA

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