

SAFETY RULES

Custodian / Housekeeping Safety Rules

The company expects workers to follow its safety rules. By signing, you will be held responsible for following these safety rules. Disciplinary action could result when these safety rules are not followed. These safety rules are for your safety only. Please use these safety rules on the jobsite to keep yourself and others safe.

WorkSafe Tips

- Employees must wear their seat belts when driving on company business.
- To prevent falls, workers must not run in the work area.
- Horseplay is not permitted at work.
- Employees must report hazards, accidents or maintenance needs by the end of the work shift.
- Work areas must be cleaned up prior to the end of your work shift.
- Wear slip-resistant footwear while at work.
- Chemical containers must be labeled and closed when not in use.
- Do not use vacuums or other machines that are damaged or unsafe.
- Do not use electric power tools in wet locations.
- Use a proper step stool or ladder to reach elevated objects – do not use crates, chairs or desks.
- Employees must clean up spills of liquid like cleaners or water immediately.
- Empty overflowing trash receptacles or recyclables containers whenever discovered.
- Never over-fill trash cans – empty often to prevent trip hazards and back injuries from heavy bags.
- Keep floors, aisles, passageways, furnace rooms, entrances and exits clean and orderly.
- Warn other students and coworkers with warning cones or signs when floors are wet from cleaning or waxing.
- Shelve, stack and store material in a stable and organized manner to prevent falls or trip hazard.
- Keep fire exits and fire extinguishers clear of obstruction.
- To prevent fire, keep areas around, in front of and over electrical panels clear at all times.
- Keep any stacks of material clear of fire sprinkler heads.
- Store oily rags or combustible / flammable waste in safety waste cans.

Employee _____

Date ___/___/___

Supervisor _____

Date ___/___/___

WorkSAFE

Smart, Accident-Free Environments