

# CLEAN WORKPLACE, SAFE WORKPLACE

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## What is a Clean & Safe Work Environment?

A clean & safe work environment means maintaining a workplace that is organized, hygienic and free from hazards, ensuring both safety and efficiency.

## Why is it Important?

- Prevents slips, trips, and falls
- Reduces risk of fire hazards
- Improves efficiency and productivity
- Maintains hygiene standards
- Enhances overall workplace safety culture

## Common Poor Housekeeping Issues

- Materials scattered in work areas
- Blocked walkways and emergency exits
- Spills (oil, water, food waste) not cleaned
- Improper waste disposal
- Poor storage of tools and equipment
- Damaged flooring or uneven surfaces



## Good Housekeeping Practices

- Keep walkways and exits clear at all times
- Clean spills immediately
- Store materials in designated areas
- Follow FIFO and proper stacking
- Use labeled waste bins and segregate waste
- Maintain regular cleaning schedules
- Ensure adequate lighting in all areas

## Employee Responsibilities

- Maintain cleanliness of your own work area
- Report unsafe conditions immediately
- Follow company housekeeping procedures
- Use proper tools and storage systems
- Clean as you go
- Support team members in maintaining a clean and safe environment



## Safety Message

“SAFETY BEGINS WITH A TIDY  
WORKPLACE”

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