

Good Housekeeping

As we prepare for an extended period away from campus during the winter holidays, now is a great time to think about housekeeping. Aside from helping to keep track of your equipment, tools, and materials, maintaining a tidy work area can prevent many unnecessary hazards in the workplace, such as:

- **Slips, trips, and falls** can result from liquids, misplaced cables, and other items in

Prevent slips and trips, use these housekeeping tips!

- Establish a regular housekeeping routine or checklist in your work area.
- Immediately clean up spills, continuously clean up as you work, and remove waste and unneeded materials from your work area daily.
- Plan your work ahead of time to avoid bringing unnecessary tools and equipment to the worksite.
- Keep walkways clear of cables, materials, tools, equipment, and any other trip or egress hazards. Use cable covers or wall clips when cables must pass through work or public areas.
- Make sure any hazardous products in your work area, such as paints, adhesives, and solvents, are appropriately labeled, stored, and disposed of according to the product's Safety Data Sheet (SDS) and Northwestern's [Hazard Communication Program](#).
- If you observe a housekeeping issue that you are not equipped or trained to address, inform your supervisor and others in the work area.