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ABC'S

OF GOOD HOUSEKEEPING

STORE MATERIALS PROPERLY

STORE ALL WORK MATERIALS, FROM PAPER PRODUCTS TO FLAMMABLE LIQUIDS, IN APPROVED CLEARLY MARKED CONTAINERS, KEPT IN DESIGNATED STORAGE AREAS.



GOOD HOUSEKEEPING CAN HELP MAKE ANY JOB YOU DO: SAFER - EASIER - MORE PRODUCTIVE. HOUSEKEEPING SHOULD BE A ROUTINE PART OF YOUR JOB!



CLEAN AND STORE TOOLS PROPERLY

AFTER YOU FINISH USING THEM, MAKE SURE YOUR TOOLS ARE FREE OF DIRT, OIL, ETC., AND IN THEIR PROPER STORAGE AREA.



KEEP YOUR WORK AREA CLEAN.



MAINTAIN LIGHTING

FOR MAXIMUM BRIGHTNESS, KEEP ALL LIGHTING CLEAN AND UNOBSURED BY FURNITURE, STORAGE CABINETS, ETC.



CLEAN AND MAINTAIN MACHINES PROPERLY

FOLLOW ALL ROUTINE CLEANING AND MAINTENANCE PROCEDURES, AND REPORT ANY PROBLEMS IMMEDIATELY.



HOUSEKEEPING IN THE LAB

CLEAN UP AND DISPOSE OF SPILLED CHEMICALS PROMPTLY AND PROPERLY.



SAMPLE ORDER #GG74

PARTNERS IN SAFETY AND LOSS CONTROL
A CLEAN WORK AREA IS A SAFER WORK AREA

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