

# safety matters

Education

From your safety partners at Peabody Insurance Agency

## Teaching Good Housekeeping Protects You, Too

It is natural that the classroom is a boisterous and dynamic place, with students sometimes performing different types of tasks at the same time. Cleanup is an essential part of every activity—and not just for the purpose of instilling good habits in students. Without it, the classroom would become a chaotic obstacle course, and walking from one point to another would mean navigating through a mess of materials, spills and tools. Not only would it be aggravating; it would be very dangerous. Slips, trips and falls are a common cause of injury on the job, and inadequate housekeeping is a major contributing factor in most of these accidents.

### What is Housekeeping?

Avoiding dangerous conditions like those described above requires your commitment to practicing and teaching good housekeeping habits. This means making spill cleanup, prompt cleanup when finishing a task, general cleaning and use of effective organization methods a priority every day, throughout the day.

Good housekeeping also means constant vigilance. Remove any

object or material that obstructs a pathway or aisle and take care of any other items that could pose a possible fire hazard or tripping danger for students. This includes:

- Backpacks or bags
- Food
- Garbage
- Sharp objects

### Do's

Follow these housekeeping tips to keep yourself and students safe.

- Place "wet floor" signs in wet areas that could pose a slipping hazard and remove them as soon as the area is dry.
- Have a place for everything. Cleanup is simpler when everything has its designated area.
- Clearly label boxes or supplies.
- Put out only the amount of materials that is needed for the task to be completed.
- Make a clean classroom a shared responsibility.

**Make a clean classroom a shared responsibility. Keeping clean means everyone is safe!**



**Don'ts**

When practicing good housekeeping, there are several things you should never do:

- Do not leave housekeeping responsibilities for the last few minutes of the day.
- Never pile materials around fire extinguishers, sprinklers or emergency exits.
- Do not collect broken glass or other sharp materials in plastic bags.
- Never use bare hands when collecting waste; gloves prevent cuts and splinters.

**Our Commitment to You**

At Peabody Insurance, we put your safety first. If you have any doubts about the security of your worksite – regarding housekeeping or any other issue – do not hesitate to talk to your administrator.