

Neat, Clean, and Safe

To find out how much you're contributing to all these important goals, rate yourself by circling **1** for "Never," **2** for "Sometimes," **3** for "Usually," or **4** for "Always" for each statement below, and then check your score.

Do you:

- Keep your work area clean and neat on a daily basis? 1 2 3 4
- Regularly inspect your work area for hazards? 1 2 3 4
- Pick up objects from the floor and clean up spills? 1 2 3 4
- Report hazards you can't remove or fix? 1 2 3 4
- Dispose of trash and scrap properly to prevent fires? 1 2 3 4
- Keep walkways and stairs clear of tripping hazards? 1 2 3 4
- Clean up after yourself when you finish a job? 1 2 3 4
- Store tools and materials in their assigned place? 1 2 3 4
- Make sure tools and materials are properly maintained? 1 2 3 4
- Use cleaning products safely? 1 2 3 4

TOTAL SCORE _____

Check your score:

If your total score was 40, congratulations! You're taking responsibility for workplace housekeeping. Thanks for helping to make the workplace safer.

If you scored less than 40 but more than 30, you're contributing, but not as much as you could. Make housekeeping a higher priority.

If you scored less than 30, you're letting other people do your housekeeping chores for you or chores are not getting done. That's bad because it increases the risk that you or a co-worker could be injured by housekeeping-related hazards.

Don't take chances with safety. Pitch in, do your share, and help keep the workplace safe for everybody.