

# Housekeeping

## AgSafe Safe Work Procedure

- 1) Each employee shall be responsible for keeping their work area clean and free of debris that could cause a tripping or slipping hazard.
- 2) All spills of any description shall be cleaned up immediately by the person causing the spill or the first person to see the spill. If the liquid spilled is a controlled substance the spill shall be reported to the foreman for instructions as to how to handle the spill.
- 3) No employee shall allow the floor of their work area to have nuts, bolts or other such material on the floor at any time. These items can cause slipping or tripping hazard.
- 4) When using extension cords or hoses they must be laid out in such a manner that they will not cause a tripping hazard.
- 5) All tools and equipment must be returned to their proper storage place immediately after use.
- 6) Each employee shall be responsible to ensure that the entire work area is kept in a general state of neatness at all times.

Please use the following **Safe Work Procedures** as a guideline to building your own safe work procedures.