



Minnesota Counties Intergovernmental Trust

INJURY PREVENTION

Quick Review of Safety

Shop Housekeeping

REDUCE SLIP, TRIP AND FALL HAZARDS

- Keep all walkways, stairways and door exits clear. Don't leave cabinet doors or drawers opened into walkways.
- Put away cords, hoses and tools when not in use.
- Cover or report holes that are open in the floor.
- Monitor floor mats, carpets and rugs for signs of wrinkling, curling and saturation.
- Promptly clean up any spills or messes if you can do so safely. Promptly report blood or unknown spills.
- Keep floors as dry and clean as possible.
- Ensure drains are cleared so water will not pool.

REDUCE FIRE HAZARDS

- Fire extinguishers, sprinklers, first-aid stations, automated external defibrillators (AEDs), eyewash stations and electrical panels must be left unobstructed.
 - Electrical panels must have at least 36 inches of clearance in front of the panel and 30 inches wide or the width of the panel, whichever is larger.
- Avoid storing items in boiler or mechanical rooms.
- Avoid placing combustible materials in close proximity to spark-generating equipment and heat sources.
- Store flammables in a flammable cabinet or flammable storage room and keep doors closed. Keep flammables away from stairs and exit paths.
- Dispose of oily, paint-soaked or other flammable waste into approved, covered metal waste receptacles.

(Over)



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REDUCE OTHER HAZARDS

- When storing items, ensure that the material is stable and not protruding from shelves.
- Ensure storage on mezzanines is stable and protected from falling.
- Maintain clearance around air intake vents.
- Put trash in appropriate containers. Keep desk, breakroom and work areas clean.

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