

HOUSEKEEPING

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Trash is unsightly, may attract nuisance animals and can be a sanitation problem. Tools, cords, hoses or other items not properly stored after use can become a trip hazard, a target for theft or step-on hazards. Spills and dirty floors or wet slippery areas can also be a slip and fall hazard. All of these factors can add up and be a challenge of which to stay ahead during a busy fair run; however, with some forethought and planning, these hazards can be minimized.

HOUSEKEEPING





HOUSEKEEPING AND CLEANLINESS

Methods to address housekeeping and cleanliness:

- Place trash collection bins in strategic locations.
 - Particular attention should be paid to food areas and in areas where people may sit.
 - Garbage containers should be emptied as needed to avoid overfilling.
- Store tools, electrical cords and hoses when not in use and keep walking paths clear.
 - If cords or hoses are used for an extended period, they should be covered to minimize a tripping hazard.
 - Consider including storage as part of training for volunteers who may use tools or other items, so people know where to put away items. This not only helps in locating tools later, but also can keep walkways clear to minimize tripping and step-on hazards.
- Store items away from safety equipment and emergency egress areas.
 - Ensure garbage cans or other items are not positioned in front of fire extinguishers, electrical panels, disconnect switches or emergency exits.
 - Stored materials should not block fire sprinklers.
 - Decorations and signage should never be hung from sprinkler heads nor block the path of extinguishing agents in the event the sprinkler is activated.
- Inspect floors, walkways and transition areas for trip hazards, such as cracks, heaving and crumbling.
 - Hazards should be addressed in a timely manner.
 - If tripping hazards cannot be remedied quickly, efforts should be taken to increase awareness of the area by using bright paint or traffic cones until repairs can be made.
- Inspect storage areas for protruding materials.
 - Occasionally items are stored where individuals can walk into them and suffer injuries.
 - Sharp edges or corners can cause injury to people walking past as well.
 - Items should be rearranged, padded or otherwise flagged to warn people of hazards.
- Review storage areas and shelving for stability. Stacked items can fall and injure people nearby if disturbed. Shelving should be adequately secured to prevent tipping.
- Examine worn carpet seams. Carpet may curl where sections of carpeting meet, such as between rooms or by entrances. This may present a tripping hazard.
- Check for stored items on stairs or in stairways. These can lead to trips and falls or become a hindrance to evacuation, and should be removed from the stairs.
- Check for missing or unsecured railings.
- Fix rugs or carpets that have buckled, been pulled up or have rolled corners. Ensure entrance mats lay flat and have the ability to soak up anticipated moisture for the location.
- Review clearance around ventilation ducts and fans. If items are blocking the flow of air, ventilation equipment may not function effectively.
- Maintain adequate lighting. People need to be able to see to avoid hazards. Replace burned out lights prior to the fair in a timely manner.
- Keep fire doors unobstructed and closed. These doors are designed to slow the spread of fire throughout a building and allow time for occupants to escape and firefighters a chance to save property. If left open or if obstructions prevent them from closing entirely, these doors do not function effectively.
- Position spill stations in buildings and areas where food and drinks are served and consumed. These stations should include disposable gloves, safe cleaning agents, absorbent materials, plastic bags and if appropriate, a mop or broom. Also consider including “wet floor” signs or other warning devices.
- Equip those tasked with cleaning up blood or other bodily fluid spills with personal protective equipment and train them to treat all blood as if it is infected. *See Chapter 21, First Aid and Blood-borne Pathogens for more information.*
- Keep flammable materials away from sparks or other ignition sources.
- Keep areas in front of electrical boxes and disconnects clear. This cleared space should measure 36 inches in front of the panel and be at least 30 inches wide or the width of the panel, whichever is larger.
- Keep the area in front of fire extinguishers and external defibrillators clear with an easily accessible path. It is recommended to keep at least 36 inches of clearance in front of these safety devices.
- Ensure clearance around emergency exits and maintain egresses.
 - These walkways should be sufficient to accommodate the maximum permitted occupant load and be at least 28 inches wide at all points.
 - Walkways should be visually defined where appropriate.
 - Both sides of exit doors should remain clear of obstructions.

TRASH DISPOSAL

Individuals can reduce the likelihood of injury related to handling trash, such as blood-borne pathogen exposure, by following these steps:

- Avoid stepping on garbage or opening bags. People sometimes dispose of sharps or other objects in the trash.
- Carry trash bags away from the body. If trash bags are held close or slung over the shoulder, sharp objects may pierce the skin or leak through holes in the bag onto the carrier. If possible consider using carts or other devices to carry the garbage bags to avoid ergonomic strain.
- Observe the trash prior to picking it up, particularly objects such as soft drink cups or cans, as hornets, wasps and other stinging insects are attracted to these and may be there.
- Avoid standing in trash receptacles to compact garbage, as tipping or falling may occur.

MEZZANINE STORAGE

A mezzanine is an intermediate floor that does not extend over the entire floor space of a building. This level is often considered for additional storage. Hazards associated with mezzanines include people or materials falling from height and exceeding load capacity.

If items are stored on a mezzanine, some basic safety measures should be considered:

- Mezzanines should have railings or other forms of barriers to prevent individuals and stored items from falling off the edge. Toe guards 3.5 inches high or greater should be in place to prevent objects going over the edge.
- Access can be provided by a stairway or a ladder (fixed or portable).
 - When using a ladder, individuals should maintain three points of contact when ascending or descending.
 - If using a ladder, the base should be level and well supported.
 - When storing or retrieving items, at least two people should be considered to hand items up and down.
- Large quantities of items or heavy items may put significant strain on the floor of the mezzanine. When using mezzanines for storage, agricultural societies should be mindful of the weight of objects and the load capacity of the floor/ceiling.
 - If signs of the ceiling sagging or buckling arise, cease storing items on the mezzanine and remove items if it is safe to do so.
 - Consider having an engineer assess the mezzanine to assign appropriate load ratings.



Build Awareness to Prevent Slips, Trips and Falls

MCIT's Step Wisely is an all-season slip, trip and fall prevention program that offers multiple resources to help raise awareness about common workplace slip, trip and fall hazards. No-cost Step Wisely resources are available at MCIT.org/step-wisely/, or members can contact their loss control consultants for more information at **1.866.547.6516**.