8 TIPS FOR A SAFER WORKPLACE

1. **Prevent Slips, Trips and Falls**
   Keep aisles and exits clear and consider installing mirrors and warning signs to help with blind spots. Replace worn, ripped or damage flooring and be sure anti-slip flooring is used in areas that cannot be regularly cleaned.

2. **Eliminate Fire Hazards**
   Combustible waste should be stored in covered metal receptacles and disposed of daily, and keep passageways and fire doors free from obstruction.

3. **Control Dust**
   Use wet methods or high-efficiency vacuums to remove dust, and use compressed air or steam for inaccessible or unsafe surfaces.

4. **Avoid Tracking Materials**
   Work area mats should be kept clean and maintained to prevent the spread of hazardous materials.

5. **Prevent Falling Objects**
   Stack boxes and materials properly, place heavy objects on lower shelves and keep equipment away from the edges of desks and tables.

6. **Clear Clutter**
   Keep storage spaces convenient to workers to encourage regular use. Tools or equipment not used often should be stored away from fire hazards and high traffic areas.

7. **Use and Inspect Personal Protective Equipment** Required PPE should be worn at all times and inspected for quality to avoid equipment failures.

8. **Make Safety Checks a Standard Task**
   Safety checks should be performed regularly. Identify which tasks should be done daily, weekly, monthly, quarterly and annually.