



## April 2018

### Safety Conscious Work Environment

#### Housekeeping

In work areas where tools and other equipment are stored, ensure items are kept in their proper holders or placements, and that the surrounding area is kept clean and orderly. Having a clean and neat workplace not only has the potential to prevent trip and slip hazards, but it also reflects pride of ownership throughout the organization. When all levels of employees pitch in and policies are set in place to ensure a neat workplace, it could help to further the company's overall commitment to a safe work environment. This month, we would like to share some resources and tips about housekeeping awareness.

*To ensure housekeeping efforts are maintained...*

- Create a company plan for maintaining Occupational Health and Safety Administration (OSHA) regulations that apply to railroad workplaces*
- Raise awareness from every craft to support company efforts to maintain a tidy workplace*
- Create job safety briefings that involve housekeeping items, or establish Job Hazard Analysis (JHA) for each position. A JHA highlights work tools or items that may need special attention before or at the end of each task or shift. A JHA outlines potential hazards of each position on a railroad and specifies avoidance methods to manage the risk.*

*For more safety tips, please see our website, [www.shortlinesafety.org](http://www.shortlinesafety.org)*