

# TAKE FIVE for SAFETY

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**70** YEARS OF  
**DISCOVERY**

A CENTURY OF SERVICE



**BROOKHAVEN**  
NATIONAL LABORATORY

# Housekeeping Awareness



# HOUSEKEEPING

Good housekeeping is the foundation of a safe, healthy and pleasant workplace.

It is essential that all areas be kept clean, orderly, and with all necessary things in the proper places.

**GOOD HOUSEKEEPING**

**IS THE FIRST  
PRINCIPLE  
OF SAFETY**

# WHAT'S THE BIG DEAL?

Employees should be aware of hazards arising from poor housekeeping.

Good housekeeping improves safety, efficiency and quality at the same time.

Plus bonus, it's easier to find things!



# Bldg. 922: Beam & Experimental Services Group

An example of  
excellent organization  
and housekeeping



# Poor Housekeeping is a Safety Issue

- Maintaining a clean and well-organized laboratory area is an important component of a safe environment.
- Accidents are caused by trip hazards, improperly stored chemicals, and faulty equipment.
- The appearance of a work area can make a lasting impression on visitors.
- Everyone who works in the Department must do their part to maintain a clean and organized work area!



# Clutter and Obstructions

- Work areas must be kept clean, organized and free of clutter including:
  - Bench top areas
  - Fume hoods
  - Glove Boxes
- Aisles and exits must be free of obstructions.
- Do not block electrical panels and shut-off switches.





# Emergency Equipment

- Good housekeeping helps eliminate fire hazards and maintains access to emergency equipment
- Never store items in front of emergency showers or eyewashes.
- Do not block access to fire extinguishers.
- Know where your spill cleanup supplies are located.
- Clean-up all spills immediately, including water drips.



# Hazardous Materials and Waste

- All hazardous materials and sample containers must be clearly identified for contents.
- Liquid chemicals must be stored in secondary containment trays.
- Keep containers capped when not in use.
- Do not use fume hoods as a storage area for chemicals.
- Always place hazardous wastes in the designated Satellite Accumulation Area.
- Properly dispose of wastes after work is completed.



# Equipment

- Do not allow electrical cords or tubing to trail across aisles or door ways.
- Always check electrical cords and plugs to make sure they are not damaged or frayed.
- Keep power strips off the floor to prevent contact with water spills.
- Do not “daisy chain” one power strip into another power strip.
- Large equipment on benches should properly secured.



# Everyone Must Do Their Part

- Inspect your area regularly.
- Notify your supervisor for issues that need their follow-up.
- Communicate with your co-workers about safety and housekeeping issues found in the area.

