

# Housekeeping guidelines

- Close drawers after use
- Do not obstruct passageways
- Keep work areas clear and tidy
- Do not store bulky items on top of cupboards, where they are hard to reach or could fall
- Keep cables tidy to avoid creating a trip hazard
- Never climb on desks or chairs
- Put sharp objects away as soon as you finish with them
- Ensure that your work station has been DSE assessed

2010 -Zero LTI's