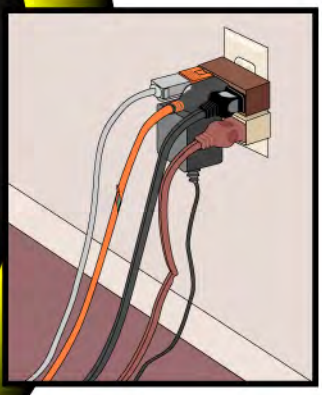
Work Safely - Remove Clutter and Organize for Efficiency

- Arrange file cabinets so that opened drawers do not block aisles.
- Close file drawers when not in use.
- Keep aisle space clear to reduce tripping hazards.
- Locate computers, phones, and other electrical equipment in a manner that keeps power cords out of walkways.
- Keep your work area clean and avoid clutter which can cause fire and tripping hazards.
- Spills should be cleaned up immediately.
- Good housekeeping practices and workplace design will reduce the number of injuries and accidents from slips, trips, and falls.