



More than half of all Conference employee injuries result from slips, trips, and falls!

*Survey your workspace to ensure you aren't "tripped up".*

### Neatness Counts!

- Keep your work area neat and orderly...it is YOUR responsibility!
  - Are cords neatly organized and out of the way?
  - What about files, purses, waste bins, etc.?
  - The pictures at right shows trip hazards you *could* face...eliminate them now!



### Storage Matters Too!

- Make sure storage areas are orderly at all times - and keep a clear path from front to back.



### Select the right tools...

- NEVER stand on a chair (esp. with casters). Take the time to get a step stool. If you don't have one in your area, bring that to your supervisor's attention.



### Keep Exit Doors Clear at All Times!

- Access to emergency exits must be clear and unobstructed at all times!
- This includes reaching the door, going through the door, and exiting the door.



***Housekeeping Matters! Keep It Neat!***  
*United Methodist Workers' Compensation Trust*