



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

*Whether you're "in the office" or "working from home", survey your workspace to ensure you don't take a fall.*

### **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, trash cans, pet/child toys, workout gear, etc.?
  - Whether you're working from home or in an office/church setting, beware of pitfalls that could "trip you up"! The picture 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.

### **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*