## Workplace Housekeeping

<table>
<thead>
<tr>
<th>Location</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td>Safetycare Australia Pty. Ltd.</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:safety@safetycare.com.au">safety@safetycare.com.au</a></td>
</tr>
<tr>
<td>United Kingdom</td>
<td>Safetycare (UK) Limited.</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:safety@safetycare.co.uk">safety@safetycare.co.uk</a></td>
</tr>
<tr>
<td>Canada</td>
<td>Safetycare Inc.</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:safety@safetycare.ca">safety@safetycare.ca</a></td>
</tr>
<tr>
<td>USA</td>
<td>Safetycare Inc.</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:safety@safetycare.com">safety@safetycare.com</a></td>
</tr>
<tr>
<td>Singapore</td>
<td>SafetyMax Corp Pte. Ltd.</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:sales@safetymaxcorp.com">sales@safetymaxcorp.com</a></td>
</tr>
<tr>
<td>Spain</td>
<td>Safetycare Hispania, S.L.</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:contacto@safetycare.es">contacto@safetycare.es</a></td>
</tr>
<tr>
<td>Malaysia</td>
<td>SafetyMax Sdn Bhd</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:saleskl@safetymaxcorp.com">saleskl@safetymaxcorp.com</a></td>
</tr>
</tbody>
</table>

1. The information contained in this Facilitator’s guide is distributed and sold as a guide and for informational purposes only. Safetycare makes no representation or warranty as to the compliance of this program with any and all applicable laws of the purchaser’s jurisdiction.

2. Safetycare's liability for any damages to the purchaser or to any other party shall not exceed the amount paid by the purchaser for the guide. In no event shall Safetycare be responsible for any indirect or consequential damages or loss of profits, even if Safetycare has been advised of the possibility of such damage. Some provinces/states do not allow the limitations or exclusion of liability for incidental or consequential damages, so the above limitations or exclusions may not apply to the purchaser.

3. This Facilitator’s Guide is supplied as part of a Safetycare subscription service. This guide is only to be used during a valid subscription period. Where a Safetycare subscription is not valid, this guide may not be used.
ASSESSMENT – WORKPLACE HOUSEKEEPING

Name: ..........................................................

Date: ..........................................................

I.D. (if applicable): ..........................................

Score

1. Which of these is not an example of good housekeeping practices?
   a) Cleaning up spills
   b) Providing adequate storage facilities
   c) Leaving drawers open
   d) Clearing aisles of obstructions

2. Electrical cords, boxes and tools left on the floor are examples of potential ____.
   a) Tripping hazards
   b) Good workplace housekeeping
   c) Chemical hazards
   d) Appropriate storage

3. Blocked drains, faulty pipes and damaged packaging are common causes of ____.
   a) A safe workplace
   b) Fires and explosions
   c) Waste disposal
   d) Leaks and spills

4. Good housekeeping requires damaged flooring be ____.
   a) Replaced or repaired
   b) Cleaned
   c) Well-lit
   d) Ignored
5. The two important benefits of good housekeeping are the reduction in accidents and injuries, and what else?

   a) A reduction in lifting and carrying  
   b) A reduction in the risk of fires occurring  
   c) Increased use of personal protective equipment  
   d) Increased protrusion hazards

6. Which of these is a major part of fire prevention?

   a) Falling objects  
   b) Slips, trips and falls  
   c) Waste removal  
   d) Clean handrails

7. Always keep exits, doorways and stairways clear of ____.

   a) People  
   b) Obstructions  
   c) Doors  
   d) Handrails

8. Damaged or excessively worn tools and equipment should be ____.

   a) Taken out of service  
   b) Used carefully  
   c) Given to another worker to try  
   d) Used for a different purpose

9. When should a spill be cleaned up?

   a) When a cleaner comes round  
   b) Immediately  
   c) At the end of the day  
   d) After somebody slips on it

10. Which of these is an acceptable substitute for a stepladder?

   a) A chair  
   b) A fire extinguisher  
   c) A box  
   d) None of the above