

## MANUFACTURING

## EMPLOYEE HANDOUT

### PROPER HOUSEKEEPING

Complete sentences by choosing the correct letter from the list below.

1. Keep all work areas clean, including rest rooms and break areas...

\_\_\_\_\_

2. Do not store materials near doors, stairways and walkways...

\_\_\_\_\_

3. Do not stack items so that they are hanging...

\_\_\_\_\_

4. Place signage in areas where there are...

\_\_\_\_\_

5. Clean up all spills... \_\_\_\_\_

6. Pick up debris even if... \_\_\_\_\_

**Choose the correct letter:**

- a. immediately.
- b. you did not leave it.
- c. wet or slippery floors.
- d. over the edge of shelves.
- e. even temporarily.
- f. refuse could lead to fire and fall hazards.



**Answers to the quiz:**  
 1. f. refuse could lead to fire and fall hazards.  
 2. e. even temporarily.  
 3. d. over the edge of shelves.  
 4. c. wet or slippery floors.  
 5. a. immediately.  
 6. b. you did not leave it.



Employee \_\_\_\_\_

Date \_\_\_\_\_