

Activity 2C

Estimated Time	15 Minutes
Objective	To provide you with an opportunity to take actions to maintain safe housekeeping practices in own work area.
Activity	Individually, in pairs or in groups, complete the following; Review the safety procedures and safe housekeeping practices you use in your room. Provide 3 written suggestions to improve these procedures and practices to your lead educator. 1. Keep electrical, phone and computer cords off floors and out of isles. - Manage these cords and put them out of sight with a cable manager, to protect from snags, liquid spills, trips and falls etc. 2. Keep work area clean and uncluttered. - After every working day apply a 10min clean up of all workstations, so the next day they are free. 3. Entrances are clear. - make sure items, and obstructions are put away/back in designated area to avoid blocking entrances or exits.