

MONTHLY SAFETY NEWSLETTER

NIPISSING UNIVERSITY



CLEAN SPACES

WIPE THE SLATE CLEAN THIS YEAR WITH BETTER CLEANING HABITS

With some of the coldest and snowiest days of the year, February brings snow and salt, germs, and other hazards into our spaces. Here are several tips to help keep common areas, classrooms, laboratories, and offices cleaner:

- Keep surfaces **clean and free** from debris and dust.
- When using common areas, return items and furniture to their place.
- Computers and their accessories can easily be cleaned with a slightly damp **microfiber cloth** and high-pressure **air cans**.
- Wipe down areas you have touched while eating to **avoid severe allergic reactions**.
- **Clean shared appliances**, such as microwaves, after using them.
- **Remove old foods** from shared refrigerators weekly to avoid bad odours.
- Food and beverages are **not permitted** in laboratory spaces.
- Ensure chemicals are **properly stored** within the correct cabinets.
- Properly **sort your waste and recycling** when disposing of it.
- Use **entry mats** to wipe footwear before entering new spaces.
- Be mindful of tripping hazards caused by loose cabling and boxes.
- Find new and creative ways to **organize and declutter** office spaces, such as **filing systems, shared bookshelves, and office gardens**.
- Ensure that you **leave behind a clean space** at the end of each day.
- If you identify a hazardous or unclean space needing immediate attention, **notify Facility Services** by submitting a **Maintenance/Housekeeping Request**.

WORKER'S RIGHTS

KNOW

You have the right to know about health and safety matters in the workplace.

PARTICIPATE

You have the right to participate in conversations and decisions that could affect your health and safety in the workplace.

REFUSE

You have the right to refuse work that could affect your health and safety in the workplace.

