Now is a good time to sort out your housekeeping. Follow the “To-do” bullet points to get your work area in shape.

### General

<table>
<thead>
<tr>
<th>To do:</th>
<th>Benefits:</th>
<th>What can help?</th>
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</table>
| Organise for an ‘office-clean’ up day  
Make plenty of recycling bins available  
Encourage staff to go through their paperwork and scan items they wish to keep so they can be kept electronically on a central server  
Rearrange heavy items and frequently used items to waist height so they can be easily moved. | Better storage reduces manual handling risks  
De-cluttering helps create better workflows and improve efficiency  
Spend less time ‘looking for things’ | Check out this guide for recommended storage height for various types of storage: [http://safety.unimelb.edu.au/topics/ergonomics/office/storage.html](http://safety.unimelb.edu.au/topics/ergonomics/office/storage.html) |

### Chemicals

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| Go through each of your chemical storage areas one-by-one  
Identify containers that do not have compliant GHS labels and remove to separate area  
Either re-label or organise for their disposal in the usual manner  
Identify chemicals that are rarely (if ever) used and organise for their disposal  
Dispose of containers that:  
⇒ are old and glass is scratched  
⇒ have old discoloured or brittle plastic  
⇒ show signs of deformity  
Check that chemicals of different hazard classes are stored separately  
Use bunding trays to segregate small quantity chemicals that don’t warrant Australian Standard cabinets  
“Find” chemicals that should have permits and don’t and thus either apply for one or dispose  
Update your chemical register and prepare data for migration to SciQuest ERM (if not already done) | Reduce your overall chemical risk  
Get rid of containers that do not have compliant GHS labels (otherwise you have to re-label all non-compliant containers)  
Assist migrate your chemical register into SciQuest ERM  
Make more space for chemicals that are used routinely  
Regular stocktakings help you identify and get rid of chemicals that could have already expired or become unstable | For large pickups we can organise for the chemical waste contractor to pick up the chemicals directly from your lab  
Follow the process as outlined on: [https://www.ohs.unsw.edu.au/hs_waste/index.html](https://www.ohs.unsw.edu.au/hs_waste/index.html)  
Click here for more information about the GHS system: [https://www.ohs.unsw.edu.au/hs_procedures_forms/information/HS681_Fact_Sheet_on_the_GHS.pdf](https://www.ohs.unsw.edu.au/hs_procedures_forms/information/HS681_Fact_Sheet_on_the_GHS.pdf) |

### Plant and Equipment

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| Do a walk-through inspection  
Make a list of all equipment that has been already put out of service  
Add to the list any items that require retrofitting of guards or any other feature to make them safe which won’t happen in the near future  
Decide which items should be disposed of (contact Facilities Management to ensure the item is removed from the Assets Register) | Free up valuable bench space  
Reduce risk of someone using it and having an accident  
Reduce maintenance costs  
Avoid having to maintain an up to date risk assessment and safe work procedure  
Reduce electrical testing and tagging requirements | Check out the Recycling page on UNSW’s Sustainability website [http://sustainabil-ity.unsw.edu.au/campus-sustainability](http://sustainabil-ity.unsw.edu.au/campus-sustainability) |