



# CLEAN DESK TIPS

## Why Keep Your Desk Tidy?

A clean and organized desk reduces stress, helps maintain a safe work environment, and improves productivity. It minimizes the risk of lost or misplaced documents, enhances data security, and supports employee well-being.



### Limit Items on Your Desk

Limit desk items to only those that you use frequently and ensure sharp objects, such as scissors, are kept in a secure place such as in a drawer.



### Store Personal Items

Keep personal belongings in designated areas to avoid clutter on your desk.



### Keep Caps on Bottles and Drinks Away from Electronics

Always keep caps on bottles and place drinks away from electronic devices to avoid spills and potential damage.



### File Documents Promptly

Sort and file documents immediately to prevent paperwork from piling up. Use a labeled filing system for easy access.



### Go Paperless When Possible

Reduce paper usage by digitizing documents and using electronic communication.



### Use Cable Management

Organize cables and cords with cable ties or clips to keep them out of sight, avoid tangling, and eliminate tripping hazards.



### Clean Regularly

Dispose of trash such as food wrappers and recyclables in appropriate receptacles. Wipe down surfaces, keyboards, and other frequently touched objects regularly.



### Clear Before You Leave

At the end of the day, ensure your desk is clean and free of unnecessary items, so you, or your colleague, using the workstation next, can start fresh the next day.

## Additional Reminders:

- Keeping desks clean and clear of clutter helps deter mice and other pests.
- Maintaining a clean workspace is part of the annual Joint Health & Safety Committee inspections.
- At the end of the day, secure all sensitive and confidential documents in a drawer or filing cabinet. Before disposal, ensure that all confidential documents are shredded in accordance with established policies and procedures.

By following these tips, you contribute to a healthier, safer, and more productive workplace. Thank you for your cooperation!