

GOOD HOUSEKEEPING

What is housekeeping?

- Good housekeeping means having no unnecessary items about and keeping all necessary items in their proper places.
- "A place for everything and everything in its place."
- Management and maintenance of the property and equipment of an institution or organization.



"A place for everything and everything in its place."

Why good housekeeping?

Good housekeeping promotes

- Quality.
- Safety.
- Productivity.
- Clean Environment.



Effects of good housekeeping

- Eliminates accident and fire causes.
- Provides the best use of space.
- Keeps inventory of materials to a minimum.
- Helps control property damage.
- Guarantees a good workplace appearance.
- Reduces the amount of cleanup.

Housekeeping is safe-keeping at work

- Good Housekeeping is the foundation for a safer workplace.
- Housekeeping in any organization is the cornerstone of efficiency and the maintenance of operating standards. If you are going to increase safety levels, first of all, improve housekeeping.
- A messy working environment contributes to unsafe work practices, undesirable incidents and ultimately, workplace accidents.
- A tidy workplace reduces the opportunity for accidents, incidence and prevents wasted energy.



How does good housekeeping improve safety?

- By removing tripping hazards.
- By removing roadway surface obstructions for mobile equipment.
- By removing fire or explosion hazards.
- By setting a good example.
- By improving visibility to identify hazards.
- By reducing material re-handling and minimizing the risk of injuries from people bending over to pick up and move materials and debris. If you don't store or throw it on the ground or floor, you don't have to pick it up.

Signs of poor housekeeping

- Poorly arranged work areas.
- Untidy or dangerous storage of materials.
- Dusty, dirty floors and work surfaces.
- Items that are in excess or no longer needed.
- Tools and equipment left in work areas instead of being returned to proper storage places.
- Broken containers and damaged materials.
- Overflowing waste bins and containers.
- Spills and leaks.

Methods of Improving housekeeping

- Keep work areas clean.
- Keep exits and entrances clear.
- Keep floors clean, dry and in good condition.
- Stack and store items safely.
- Store all work materials in approved, clearly labelled containers in designated storage areas only.
- Use proper waste containers.
- Keep sprinklers, fire alarms and fire extinguishers clear.
- Clean up spills and leaks of any type quickly and properly.
- Fix or report broken or damaged tools, equipment, etc.
- Keep lighting sources clean and clear.
- Follow maintenance requirements.



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