

HOUSEKEEPING

Good housekeeping is the foundation of a safe, healthy and pleasant workplace.

It is essential that all areas be kept clean, orderly, and with all necessary things in the proper places.

WHAT'S THE BIG DEAL?

Employees should be aware of hazards arising from poor housekeeping.

Good housekeeping improves safety, efficiency and quality at the same time.

Plus bonus, it's easier to find things!

I'LL GET IT LATER....

Good housekeeping is a day to day activity and should not be viewed as a separate task or something to do after the shift. Clean up time is all the time!

You'll never know if the trap has been set.

Housekeeping Guidelines

- **Keep work areas neat and clean.**
- **Place tools, equipment and supplies in their correct places.**
- **Keep stairways and other walkways free of debris, hoses and other obstructions. Put trash in approved containers.**
- **Remove protruding objects such as nails, spikes, wire or other sharp points.**
- **Keep workbenches and stations free from items that are not being used or worked on at present.**

Housekeeping Guidelines

- **Place oily rags in the metal containers provided.**
- **Paper cups, plates, and lunch debris, including trash must be thrown in the appropriate trashcans.**
- **To avoid skin irritations, wash frequently, using soap and water. Wear gloves when handling substances that may cause irritation.**
- **Cigarette butts belong in containers provided.**

Employee's Housekeeping Responsibility

Good housekeeping is a team effort and a team is made up of individuals. The individual employee's responsibility, is as follows: To keep work areas clean, neat, tidy and free from excessive material at all times.

Employee's Housekeeping Responsibility

- **To work areas clean during the shift.**
- **To constantly put trash in the proper trash bins, scrap in the scrap bins and recyclable materials in the designated bins with lids.**
- **To keep the floors free from excessive material.**
- **To ensure that aisles and walkways are clear, unobstructed and in good order.**
- **To ensure that materials are stacked correctly and safely in the correct places.**

Employee's Housekeeping Responsibility

- **To do an informal housekeeping inspection of the area on a daily basis and to rectify housekeeping hazards.**
- **To monitor that no items are stacked in no stacking areas such as under fire equipment and electrical switchgear.**
- **Report faded housekeeping notices and signs.**
- **Always return tools to their correct place after use.**
- **Ensure that spill and other tripping \ slipping hazards are cleaned up or fixed.**

A Clique

- REMEMBER, A PLACE FOR EVERYTHING AND EVERYTHING IN ITS PLACE, ALWAYS!

Golden Housekeeping Rules

- **If you remove something, replace it.**
- **If you unlock it, lock it.**
- **If you open it, close it.**
- **If you switched it on, did you switch it off?**
- **If you break it, fix it, if you borrowed it, look after it, if you use it, look after it as if it were yours.**

Golden Housekeeping Rules

- **If it is not yours, ask permission first, if you have not been trained to do it, don't do it, do not interfere if it does not concern you.**
- **If you spill it, wipe it up.**
- **If you mess up, clean up, if you remove, replace.**
- **To get others to follow, set the example.**
- **You are the champion of good housekeeping.**
- **Teach others that neatness is an important part of maintaining a safe environment.**