

WHAT IS HOUSEKEEPING

- Good housekeeping means having no unnecessary items and keeping all necessary items in their proper places.
- **A PLACE FOR EVERYTHING AND EVERYTHING IN ITS PLACE**

IT DOES NOT MEAN ONLY REMOVAL OF DUST OR DIRT FROM THE WORKPLACE

WHY GOOD HOUSEKEEPING IS IMPORTANT?

Maintaining an effective housekeeping level helps improve the following area, directly or indirectly.

- | | |
|--|--|
| <ul style="list-style-type: none"> • Quality • Environment | <ul style="list-style-type: none"> • Productivity • Safety |
|--|--|

WHAT ARE THE BENEFITS OF GOOD HOUSEKEEPING PRACTICES?

- | | |
|--|---|
| <ul style="list-style-type: none"> • Effective housekeeping results in: • Reduce handling to ease the flow of materials • Fewer tripping and slipping accidents in clutter-free and spill-free work areas • Eliminate/ decrease fire hazards • Lower worker exposures to hazardous substances (e.g. dust, vapours) • Better control of tools and materials, including inventory and supplies • More efficient equipment clean-up and maintenance • More effective use of space | <ul style="list-style-type: none"> • Better hygienic conditions leading to improved health • Reduce property damage by improving preventive maintenance • Less cleaning work • Improve morale • Improve productivity (tools and materials will be easy to find) • Improve the company's image • Make the workplace neat, comfortable, and pleasant – not a dangerous eyesore |
|--|---|

GOOD HOUSEKEEPING = SAFE KEEPING WORKPLACE

WHAT ARE THE ELEMENTS OF AN EFFECTIVE HOUSEKEEPING PROGRAM?

- | | |
|---|--|
| <ul style="list-style-type: none"> • Surface/ Floor • Spill Control • Waste Disposal • Dust and Dirt Removal Tools and Equipment | <ul style="list-style-type: none"> • Gangways and Stairways • Service and Maintenance • Storage • Employee Facilities • Maintain Light Fixtures |
|---|--|

WHAT ARE THE POINTS FOR IMPROVING HOUSEKEEPING?

SURFACE/ FLOOR

- Are floors clean and clear of waste?
- Are signs posted to warn of wet floors?
- Are floors in good condition?
- Are there holes, worn or loose planks, or carpet sticking up?
- Are there protruding objects such as nails, sharp corners, open cabinet drawers, and trailing electrical wires?
- Is the work area congested?
- Are floors well-drained?
- Are personal items, such as clothing and lunch boxes, in assigned lockers or storage areas?
- Is anti-slip flooring used where spills, moisture or grease are likely?



WASTE DISPOSAL

- Is there adequate number of containers?
- Are there separate and approved containers for toxic and flammable waste?
- Are waste containers located where the waste is produced?
- Are waste containers emptied regularly?
- Are toxic and flammable waste chemicals handled properly?
- Are oily or greasy rags placed in metal containers and disposed of regularly?



GANGWAYS AND STAIRWAYS



- Are gangways unobstructed and clearly marked?
- Are mirrors installed at blind corners?
- Are gangways wide enough to accommodate workers and equipment comfortably?
- Are safe loading practices used with hand and power trucks, skids, or pallets?
- Is the workplace lighting adequate? Are stairs well-lit?
- Are stairs covered with anti-slip treading? Are faulty stair treads repaired?

SPILL CONTROL

- Are all spills wiped up quickly?
- Are procedures followed as indicated on the material safety data sheet?
- Are spill absorbents used for greasy, oily, flammable or toxic materials?
- Are used rags and absorbents disposed of promptly and safely?
- Is a spill area surrounded by a barrier to prevent a spill from spreading?



SERVICE AND MAINTENANCE



- Is the equipment in good working order, with all necessary guards or safety features operational or in place?
- Is equipment damaged or outdated?
- Are tools and machinery inspected regularly for wear or leaks?
- Is equipment repaired promptly?
- Are drip pans or absorbent materials used if leaks cannot be stopped at the source?
- Are machines and tools cleaned regularly?
- Is a machine that splashes oil fitted with a screen or splash guard?

STORAGE



- Are storage areas safe and accessible?
- Is material stacked securely, blocked or interlocked if possible?
- Are materials stored in areas that do not obstruct stairs, fire escapes, exits or firefighting equipment?
- Are materials stored in areas that do not interfere with workers or the flow of materials?
- Are bins or racks provided where material cannot be piled?
- Are all storage areas clearly marked?
- Do workers understand material storage and handling procedures?

FIRE PREVENTION

- Are fire extinguishers inspected and located along commonly travelled routes, and close to possible ignition sources?
- Are oily or greasy rags placed in metal containers and disposed of regularly?
- Are combustible and flammable materials present only in the quantities needed for the job at hand?
- Are combustible and flammable materials kept in safety cans during use?
- Are hazardous materials stored in approved containers and away from ignition sources?
- Are sprinkler heads clear of stored material?



LIGHT FIXTURES



DUST & DIRT REMOVAL



- Is enough illumination provided to the workplace?
- Are lighting fixtures cleaned regularly?
- Are wastes generated cleaned or cleared at the end of the task?
- Is a vacuum used for cleaning operations like fine dust?
- Are exhaust, vacuum/ dust removal devices regularly cleaned and dust bags/ filters replaced?
- Are window glasses or doors cleaned regularly?

WHAT ARE TO BE AVOIDED RESULTING POOR HOUSEKEEPING?

- Do not pile material around fire extinguishers, sprinklers, or emergency exits.
- Do not leave clean-up to the last few minutes of shift or day.
- Do not clean equipment without "locking out."
- Do not reach into waste containers. Dump contents or remove the bag.
- Do not blow off dust with compressed air. Use a vacuum or brush.
- Do not collect broken glass and metal straps in plastic bags.
- Do not use bare hands when collecting waste. Wear gloves to avoid cuts and splinters.
- Do not place materials on stairs.
- Do not use kegs or boxes as chairs or ladders.

WHY WE



600+ Customer Reviews on Google
Score is 4.7/5.0
https://bit.ly/REVIEW_AMC



IMS Lead Auditor Course
9001 + 14001 + 45001 (Combo)
<https://bit.ly/LAC-IMS-EL>



Legal Compliance Software

QHSE SOFTWARE SOLUTION



Safety Permit Software
www.QHSEalert.com



Quality Control Software



Legal Library
Environment + Safety + Human Resource
https://bit.ly/Legal_Lib



Legal Updates
Android Application

Mobile Application
EHS Legal Library
https://bit.ly/LIB_app



WHAT CUSTOMER SPEAKS ABOUT US
IT IS NOT EDITABLE FEEDBACK ON GOOGLE
https://bit.ly/Review_LAC



Download EHS Publication
FREE Access
<https://bit.ly/ehs-tbt>

AKSHAR MANAGEMENT CONSULTANT

B-201, Darshnam Oxy Park,
Nr. Neelkamal Farm,
Vasna Bhayali Road,
Vadodara-390007,
Gujarat (INDIA)

+91-99099.79870
contact@aksharQHSE.in