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Measures to augment proper and adequate housekeeping in workplace

Overview

It is important to have effective housekeeping at the workplace. Suitable housekeeping includes keeping work or storage areas neat and orderly, to eliminate any damage to goods or injury to employees. Good housekeeping practice also conserves space inside a premise and facilitates movement of men, materials and handling of equipment.

We at Liberty Videocon General Insurance value the importance of adequate housekeeping inside your facility or at your workplace and intend to suggest some useful measures to augment the same. We sincerely hope that the measures suggested in this document will help follow better practices when it comes to organisational housekeeping.



Source: http://myhousekeeping.com/@/Files/_files/10/file.jpg

Benefits of Good Housekeeping

Good housekeeping at work benefits both employers and employees alike. Good housekeeping can:

- Eliminate clutter which is a common cause of accidents, such as slips, trips & falls, and fires & explosions
- Reduce worker exposure to substances like dusts and vapours
- Improve productivity (the right tools and materials for the job will be easy to find) and reduce handling to ease the flow of materials
- Create better hygienic conditions leading to improved health
- Make it easier to keep an accurate count of inventories
- Enable best utilisation of space inside premises.

What 5S Process Says

Attention to good housekeeping is consistent with the most effective process improvement methodologies. Take the Lean Manufacturing 5S process for example, the first three 'S's are certainly all about the importance of housekeeping:

Sort: Only the items necessary to complete the activity should be present in a work area.

Straighten: Everything has a place and should be in that place.

Sweep / Shine: Think Spring Cleaning. Paint, sweep, wash, rinse, etc. Do whatever it takes to make your workplace shine.




The remaining two 'S's being Standardise & Sustain.

Housekeeping Plan Summary


- Set a cleaning schedule
- Get every member into the activity
- Motivate everyone with the benefit of housekeeping
- Provide incentive to members for good housekeeping in manufacturing facilities
- Allocate specific budget towards housekeeping and planning

Safety activities that deserve special attention for initiating a good housekeeping hygiene.


Dust and Dirt Removal

- A daily sweep schedule helps remove combustible waste materials from all areas of premise. Attention must be given to clear waste material from isolated areas like basements, utility and storage rooms. 
- Waste collection bin of non-combustible type fitted with covers should be provided in all areas of premises in sufficient numbers. Oily rags should be placed separately in these bins. 
- Some operations generate combustible dust that settle on surrounding walls, ceilings, and structural members. To minimise dust exposures, these materials should be removed frequently by vacuuming walls, structural members, piping, and electrical conduits. Compressed air should not be used to blow dust off surfaces, as it can cause dust suspensions to reach an explosive mixture in air. 
- Oily, greasy, and paint-covered rags in covered metal containers must be disposed of on a regular basis.


Employee Facilities

- Entry into places must be restricted only to authorised personnel. 'Safe Behaviour' workshops must be held regularly to educate the workers on good housekeeping.
- Employee facilities need to be adequate, clean and well maintained. Smoking, eating or drinking in the work area should be prohibited where toxic materials are handled. 


Flooring

- Walking surfaces should be kept clean, uniform and unbroken, through floor maintenance and repair. 


Lighting

- All places in a shop floor, warehouses, open storage area or a transit shed including approaches and means of access to the workplaces should be efficiently lighted, whenever natural lighting is inadequate. Uniformity of illumination and elimination of violent contrasts between bright and dark areas are also as important as intensity of light. 

Aisles and Gangways

- Clear marking of gangways or aisles, exits and passageways and keeping them clear of material helps orderly storage of goods. Durable paints, self-adhesive tapes, metal strips embedded in the floor or other devices can be used for marking of aisles. 
- Gangways or aisles of suitable width should be provided leaving clear space on all sides.
- The gangways or aisles should preferably correspond with windows, doors or other entry points. Aisles should also provide access to sprinkler valves, firefighting equipment, electrical controls, and also provide access for removal of goods.
- Weeds and trash surrounding the exterior of the building should be removed frequently.
- Outside containers should be placed as far away from buildings as practical.
- There should be provision of waste receptacles and must be emptied on a regular basis. A regular and frequent waste removal procedure should be adopted.



Spill Controls

- Sources of spills and leaks must be eliminated. Slippery surfaces should 

be made safe by strewing suitable material such as sand, sawdust, etc. and using caution signs.

- Drip pans should be provided under machines (using lubricating oils in operation) to catch any dripping oil. These pans should be cleaned frequently.

Tools and Equipment

- Electric cords, tools, parts, and equipment should be kept in their proper locations. 
- Collection systems for dusts, vapours and fumes should be provided at their source.
- Appropriate equipment and supplies need to be provided to maintain good housekeeping.
- Loose gear, tools and similar equipment should be removed from working areas when not in use to prevent from slipping, falling or stumbling. 

Storage

- The areas where materials, work in progress and tools are to be staged or stored should be clearly marked.
- Goods should not be placed in ways that block drains or scuppers.
- Outside storage areas should be maintained in a neat, orderly condition. Individual stacks in outdoor storage should be as small as possible.
- Flammable liquids must be stored in proper storage containers and cabinets, and must be dispensed correctly.
- Bulk commodities which are light and stored in open, are liable to be blown off by wind. To minimise loss of material and to reduce the hazard of the material contaminating other material, mobile partitions made of light material may be erected and anchored to form open bins or compartments of suitable size. 