



# GOOD HOUSEKEEPING

## INTRODUCTION

Good housekeeping is a sure way to keep your workplace safe and organized. Good housekeeping is a safety AND a health issue. It keeps employees safe from slips and falls as well as from colds, flu and other serious diseases.

## ADVANTAGES OF GOOD HOUSEKEEPING

Excellence in good housekeeping not only makes the workplace look better, but also helps prevent accidents.

- Tools that are put back in their proper place instead of lying around will decrease accidents.



- When items are clean, they are more likely to be as germ free as possible, which lessens the chances for sickness.
- Dirt and clutter can increase not only the possibility of injury to employees or customers, but also the possibility of failure of products.



- Productivity is increased because you know where things are and do not waste time looking for tools and/or material.
- A clean and orderly workplace increases pride in the workplace. It also gives visitors and/or customers a good impression of your workplace.





# GOOD HOUSEKEEPING

## GOOD HOUSEKEEPING IS EVERYONE'S RESPONSIBILITY

Good housekeeping should be a habit and should become natural to all employees. Some things that can be done to make sure things are kept clean and safe are:

- Put items such as tools, away as soon as you are done using them.
- Clean up spills, broken glass, etc. as soon as they happen and place signage, cones etc. if needed.
- Clean up your work space as you work instead of leaving it all until the end of the day.
- Clean tools as soon as you're finished using them.
- Empty trash receptacles often.
- Keep aisles clear at all times.
- Keep clutter out of the workplace.
- Close cabinet doors and drawers.
- Report any unsafe item or area to a supervisor if you are not able to fix the problem.



## CONCLUSION:

Good housekeeping will not only prevent accidents and injuries, but it will save space, time and materials.

Keeping a clean workplace that is orderly and free of obstructions will help to get work done safely and properly.

