

09. HOUSEKEEPING

GOOD HOUSEKEEPING TODAY, A SAFE WORKPLACE EVERY DAY.

WHY THIS MATTERS

Good housekeeping is not just about cleanliness—it's about safety, efficiency and pride in our work. Poor housekeeping can lead to slips, trips, falls, fires, equipment damage and injuries.

A clean workplace is a safe workplace and a productive workplace.

COMMON HOUSEKEEPING HAZARDS

SLIPS, TRIPS & FALLS
Spills, clutter, loose materials, uneven surfaces and obstructed walkways.

FIRE HAZARDS
Accumulation of waste, combustible materials and poor storage.

EQUIPMENT DAMAGE
Dust, debris and poor storage can damage tools, machinery and materials.

PERSONAL INJURY
Unorganized areas increase the risk of cuts, strains and other injuries.

POOR PRODUCTIVITY
Time is wasted searching for tools and materials in a cluttered workplace.



GOOD HOUSEKEEPING RULES – 5S

<p>1 SORT</p> <p>Remove what is not needed. Keep only what is necessary.</p>	<p>2 SET IN ORDER</p> <p>A place for everything and everything in its place.</p>	<p>3 SHINE</p> <p>Clean your work area regularly. Keep it neat and clean.</p>	<p>4 STANDARDIZE</p> <p>Follow standards and procedures. Keep everything consistent.</p>	<p>5 SUSTAIN</p> <p>Make it a habit. Keep improving and maintain discipline.</p>
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DO'S – FOLLOW THESE

- ✓ Keep work areas clean and uncluttered.
- ✓ Store materials and tools in designated places.
- ✓ Clean spills immediately.
- ✓ Dispose of waste in proper bins.
- ✓ Keep walkways, stairs and exits clear.
- ✓ Inspect your area regularly.
- ✓ Report housekeeping issues.



DON'TS – AVOID THESE

- ✗ Do not leave tools or materials lying around.
- ✗ Do not block fire exits, alarms or equipment.
- ✗ Do not let waste and clutter accumulate.
- ✗ Do not ignore spills or leaks.
- ✗ Do not store items in unsafe ways.
- ✗ Do not think "It's not my job."



DID YOU KNOW?

Good housekeeping can reduce workplace accidents by up to 30%.
An organized workplace improves efficiency, morale and quality.



DISCUSSION QUESTIONS

- 1 What are the housekeeping issues in our work area?
- 2 How can we improve housekeeping together?
- 3 What are the risks of poor housekeeping?
- 4 Who is responsible for keeping our workplace clean?



KEY TAKEAWAY

A CLEAN PLACE IS A SAFE PLACE.

- ✓ Keep it clean.
- ✓ Keep it organized.
- ✓ Report issues.
- ✓ Take pride.
- ✓ Work safe.



SAFE TODAY, SAFE TOMORROW.

REAL-LIFE EXAMPLE

A worker tripped over a cable lying across a walkway and injured his knee. Investigation found that the cable was left there after work and no one cleaned up the area. After reinforcing housekeeping practices and using cable trays and hooks, the hazards were eliminated and the area became safer for everyone.
Good housekeeping prevents accidents and saves lives.



SUPERVISOR SIGN-OFF

Discussed with crew by: _____ Date: _____

SAFETY MESSAGE
Good housekeeping is everyone's responsibility. Small efforts every day create a big difference.

