

WHAT SHOULD YOUR COMPANY DO?

Housekeeping leaders

It is necessary to have a leader at each section for continuous control. The leader should define workload among the members as well as point out cleaning standard.



Cleaning method

Different facilities have different ways of cleaning. Therefore, clearly explanation and training for staffs are necessary to perform the job correctly and efficiently.

Reward

Maintaining a culture of cleanliness is challenging at all levels of a company. Consistent good housekeeping practices should be acknowledged and rewarded.

Be vigilant

Emphasizing patrol around operational areas should be encouraged as status of housekeeping can be taken and recorded frequently as well as the leader can remind the staffs in case housekeeping act is neglected.

Changes

Regular overviews of housekeeping records should be implemented to promote alternation of cleaning methods in case the current situation is not effective.



Further Information:

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HOW DOES THIS AFFECT YOUR COMPANY?

Many cases have proved that poor housekeeping is one of the main catalysts leading to fire catastrophe, from complicated production process to simple storage. Poor housekeeping can frequently contribute to accidents by hidden hazards that cause injuries: tripping, slipping, wet or dirty surfaces, tearing hand skin or other body parts, wire or steel strapping, etc. Waste or trash accumulation can accidentally contact with ignition sources and produce sudden fire. Plus, bad organizing of trash and equipment can prevent

THINK



Keep this Place Clean and Orderly

MAIN FEATURES FOR AN EFFECTIVE HOUSEKEEPING

A good housekeeping can only be maintained if all staffs share the same idea, even though it requires various training and reminding to achieve individual awareness. It is essential that management actively demonstrates support for prop standard. This can be best achieved programme with agreed standards and machinery clean and orderly.



For an effective housekeeping stan should:

- Define roles and responsibilities
- Establish housekeeping standar
- Define the level of cleanliness
- Monitor areas on a regular and random basis
- Reward consistently good

