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GOOD HOUSEKEEPING PROMOTES SAFETY



PICK UP

CLEAN UP

GUJARAT CLEANER PRODUCTION CENTRE

ENVIS CENTRE ON: CLEANER PRODUCTION & CLEAN TECHNOLOGY

SUPPORTED BY: MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE

GOVERNMENT OF INDIA



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The document is intended to provide guidance on “Good Housekeeping” measures at Industrial Level to improve working environment for the employees of a particular industry.

Title: Manual on: Good Housekeeping “promotes safety”

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About us

Gujarat Cleaner Production Centre (GCPC) was established in the year 1998 by the Department of Industries and Mines, Government of Gujarat with technical support of United Nations Industrial Development Organization (UNIDO). GCPC acts an environmental advisor of Gujarat Industrial Development Corporation (GIDC), Government of Gujarat to solve environmental problems faced by SMEs at GIDC Industrial Estates. GCPC is actively engaged in promotion of Cleaner Production (CP) and Clean Technology (CT) through various activities such as organizing orientation and awareness programmes and conducting cleaner production assessment projects across the state.

GCPC is a regular member of RECPnet - The Global Network on Resource Efficient and Cleaner Production of UNIDO and CTCN - Climate Technology Centre and Network, a working arm of UNFCCC - The United Nations Framework Convention on Climate Change.

GCPC is acting as an Environmental Information System (ENVIS) Centre for Ministry of Environment, Forest and Climate Change, Government of India since 2005, with objective to disseminate and promote the theme of 'cleaner production and clean technology' and other environmental practices across industries, students, academicians, researchers to create sustainable development in the state of Gujarat.

GCPC has played active role in framing Gujarat Industrial Policy, 2009 and 2015 and many financial assistance schemes, pertaining to Cleaner Production and Clean Technology in the state of Gujarat.

GCPC has so far conducted more than 200 orientation programmes in various academic institution and industries associations. The centre has successfully completed more than 100 Cleaner Production Demonstration Projects in various industrial sectors such as Textile, Dairy, Pulp and Paper, Chemical, Petrochemical, Pharmaceutical, Fish Processing, Ceramic and Glass etc.

Foreword



Housekeeping is relevant in any workplace. Effective housekeeping can eliminate many workplace hazards and help get the work done safely and properly. A clean and tidy workplace also enhances company's image and provides immediate visible evidence of its commitment toward workplace safety and health.

Housekeeping is not just cleanliness. It includes keeping work areas neat and orderly, maintaining halls and floors free of trip hazards and removing of waste materials and other hazards from workplace proper storage of raw materials. An organized and clutter – free working area also makes it easier to respond to or evacuate in the event of an emergency.

This publication introduces the concept of Good Housekeeping and how it can be enhance Worker Health and Safety and improve work efficiency and productivity at the same time.

We believe this publication will be helpful to industries and at domestic places.

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Introduction

Good Housekeeping!

Efficient production and a good working environment are complementary. The elimination of inefficiencies and accidents hazards caused by unfavourable conditions in and about the workplace is essential in getting the job done properly and safely.

The attention to these important details – which may be overlooked when management’s attention is concentrated upon such amenities as good cloakrooms, canteens, rest rooms, recreational facilities, etc. – is widely referred to as “good housekeeping”.

Good housekeeping involves every phase of industrial operations and should apply throughout the entire premises, indoors and outdoors. It is more than mere cleanliness. It requires orderly conditions, the avoidance of congestion, and attention to such details as an orderly layout of the whole workplace, the marking of aisles, adequate storage arrangements, and suitable provision for cleaning and maintenance.

The booklet explains what’s involved in good housekeeping and how you can apply it in your business.

Why good housekeeping matters

A clean, well-ordered, attractive work environment sets the tone of your establishment. It encourages tidy work habits in employees. It helps reduce fatigue. It promotes good worker-management relations. It also gives a lift to morale, which is reflected in the quality of production and overall efficiency.

Good housekeeping is also a good advertisement for your company. Customers and clients have more confidence in an organization when the work is being carried out efficiently in clean, pleasant, well ordered surroundings.

There’s an even more important reason why good housekeeping matters - it makes the undertaking a safer place to work in.

Good housekeeping stops accidents

Good housekeeping is a vital factor in preventing accidents. The great majority of all work accidents are caused during the handling of goods or materials, and by people falling, being hit by falling objects, or striking against objects in the workplace. All these causes can be reduced by good housekeeping practices – in fact, good housekeeping is the only cure of hundreds of accidents that occur.

Here are some kinds of accidents commonly caused by bad housekeeping:

- Tripping over loose objects on floors, stairs and platforms
- Articles dropping from above
- Slipping on greasy, wet or dirty surfaces
- Striking against projecting, poorly stacked, or misplaced material
- Tearing the hands or other parts of the body on projecting nails, wire, steel strapping on bales or crates, etc.

Typical examples of poor housekeeping that lead to these accidents are:

- Excessive material, waste or chips in the working area
- Congested aisles

- Tools left on machines
- Waste containers overflowing
- Lockers and workrooms in disorder
- Acids in open containers
- Broken glass
- Electric leads or air lines across aisles
- Dirty light fittings, windows and skylights

Where housekeeping is bad, fire is a constant hazard. It can be caused by many housekeeping problems – such as oil-soaked rags and clothing igniting from spontaneous combustion; dust collectors not being properly or frequently cleaned; or piles of paper and other packing materials being allowed to accumulate.

Poor housekeeping can also lead to infestation by pests such as rodents and cockroaches and created serious health risks.

Elements of good housekeeping

The following are the basic elements of a good housekeeping campaign that need attention:

Aisles: Wide enough for traffic movements, marked off by floor lines from work positions and storage areas.

Space: Sufficient room for the individual to work

Storage: Adequate and convenient space for materials and tools

Materials Handling: Layout planned for materials flow, with efficient methods and equipment

Ventilation: Good general ventilation plus local exhaust ventilation to remove air contaminants at the source.

Floor and Walls: Of construction and materials that are easy to keep clean and in good repair.

Lighting: Well distributed artificial light and effective use of available daylight.

Amenities: Clean, up – to – date washrooms and lockers for clothing. A clean, inviting lunch room for employees to eat their meals.

Waste Removal: Adequate facilities to prevent congestion and disorder. Let us look at some of these elements in detail.

KEEP AISLES CLEAR

Aisle space should be reserved for the movement of personnel, products and materials. It should be kept clean and clear and should never be used for “bottleneck” or “overflow” storage. This also applies to passageways and emergency exits. Blind corners should be eliminated or be adequately protected by warning signs.

Aisle boundary markings should be drawn to show clearly the space which has been reserved for traffic.

Markings should be sufficiently wide (say a minimum of 30 mm) and of a colour to make them clearly visible. Paint or durable plastic strips can be used.

IMPROVE STORAGE FACILITIES

Tidiness and order are essential in overcoming storage problems, both in storerooms and in the yard. Good storage utilizes air space instead of floor space, and also saves time - wasting delays. It's important to prevent stores and scraps accumulating on the floor and around machines. Never keep more stores and materials than necessary near machines and provide proper facilities (such as bins, shelves, boxes, racks, etc.) in which to store them.

KEEP FLOORS CLEAN

Every year thousands of work injuries are caused by people falling. Floor conditions are responsible for many of these accidents. When floors are given the right treatment they are much easier to keep clean and hygienic. Spilt oil and other liquids should be cleaned up at once. Chips, shavings, dust and similar wastes should never be allowed to accumulate. They should be removed frequently, or better still, be suitably trapped before they reach the floor.

PAINT THE WALLS

Paint is one of the cheapest means of renovating walls, and a fresh coat of paint can give a boost to morale. Light - coloured walls reflect light. Dirty or dark - coloured walls absorb light. Dirty walls have depressing effect and encourage dirty habits and sloppy attitudes. Choose suitable colours to paint walls, ceilings and working surfaces. See that the paintwork is cleaned down periodically.

Colour can be harnessed to assist with safety. For example it can be used to warn of physical hazards and to mark obstructions such as pillars. Painting handrails, machine guards and other safety equipment renders them distinctive and also prevents rust. Colour can be used to highlight the hazardous parts of machinery but it can never substitute for a needed guard.

MAINTAIN THE LIGHT FITTINGS

Attention to light fitting should be an integral part of any good housekeeping programme. Dirty lamps and shades, and lamps whose output has deteriorated with use, deprive employees of essential light. It's been found that lighting efficiency may be improved by 20 to 30 percent simply by cleaning the lamps and reflectors.

CLEAN THE WINDOWS

Clean windows let in light; dirty ones keep it out. Insufficient light causes eye strain and leads to accidents because employees are unable to see properly. Ensure that windows are not blocked by stacked materials, equipment or articles on the ledges.

DISPOSE OF SCRAP AND PREVENT SPILLAGE

It's a common practice to let the floor catch all the waste and then spend time and energy cleaning it up. It is obviously better to provide convenient containers for scrap and waste to educate employees to use them. Safety will benefit, expense will be saved, and the factory will be a better place in which to work.

Oily floors are a common accident and fire hazard. Splash guards and drip pans should be installed wherever oil spills or drips may occur. Prevent accidents by keeping oil and grease off the floor.

GET RID OF DUST AND DIRT

In some jobs, dust, dirt, chips, etc; are unavoidable. If they can't be collected as part of the process (e.g. by enclosure and exhaust methods) you need a way to clean them up. Vacuum cleaners are suitable for removing light dust and dirt. Industrial models have special fittings for cleaning walls, ceilings, ledges, machinery, and other hard - to - reach places where dust and dirt collect.

If light dust is removed by sweeping, floors should be dampened first rather than swept dry. Oiling floors occasionally with a light oil helps to lay the dust but take care that slipping hazards do not occur.

Remember, it is not only floors that need sweeping. Dust and grime also collect on ledges, shelves, piping, conduits, lamps, reflectors, windows, cupboards, lockers, and so on - and all these places need attention.

MAINTAIN HIGH STANDARDS IN MEAL ROOMS & REST ROOMS

No housekeeping programme should ignore facilities provided for meals, rest and sanitation, where cleanliness is essential for walls, floors, and fixtures. A light-coloured paint can work wonders in these places and set a standard to which employees will try to conform. Soap and towels should be renewed regularly and wash basins properly cleaned.

KEEP TOOLS TIDY

Tool housekeeping is very important, whether in the tool room, on the rack, out in the yard, or on the bench. Suitable fixtures for tools are required to provide orderly arrangement, both in the tool room and near the work bench, and a regular system of inspecting, cleaning, and repairing is an essential part of any programme.

LOOK AFTER YOUR FIRST AID GEAR

First aid facilities and equipment should be kept under spotlessly clean conditions and fully stocked so that they are always ready in the event of accidents or illness.

INSPECT FIRE-CONTROL EQUIPMENT

It is essential to ensure that all fire-fighting equipment such as extinguishers and firehoses is regularly inspected and kept in good working order. Fire - protection facilities - fire doors and exits, automatic alarms, etc. - should be in good working order. Doors and exits should always be kept clear of obstructions.

ATTEND REGULARLY TO MAINTENANCE

Perhaps the most important element of good housekeeping is the attention paid to maintenance of buildings and equipment. If something gets broken or damaged it should be replaced or fixed as quickly as possible (e.g., defective ladders, broken handrails, steps, etc.). Apart from the possibility of causing accidents, a workplace can take on a very neglected appearance if broken

windows, damaged doors, defective plumbing, leaking gutters, broken floor surfaces and the like are allowed to remain in that condition. Employees may take the hint in a neglectful attitude to their jobs.

A good maintenance programme will make provision for the inspection, lubrication, upkeep and repair of tools, equipment, machines and processes.

ASSIGN RESPONSIBILITY FOR CLEANING

Where practicable, the cleaning of the workplace should be the responsibility of a special cleaning staff and not an additional job for employees engaged in production. Where this is not possible, adequate time during working hours should be allowed for cleaning up to be done. Responsibility should be clearly assigned as to who is to do the cleaning and what area is to be cleaned. If this is not done, out-of-the-way places such as shelves, yards, small buildings, sheds, cellars, basements, and boiler rooms are overlooked until they get into a deplorable state.

PREPARE A CHECKLIST

A sound method to ensure that housekeeping is done is for management to prepare a checklist to suit the requirements of the workplace. The following can serve as a guide for nearly all industries.

Good Housekeeping Checklist

Check off your housekeeping programme against this checklist. Better still, make a more comprehensive list of your own.

BUILDINGS

1. Walls clean
2. Windows clean
3. Walls free of unnecessary hangings
4. Proper light provided
5. Platforms in good condition
6. Stairs clean and well lit. Handrails and steps of sound construction and well maintained

FLOORS

1. Good floor surface
2. Kept clean and free loose material. Clean in corners, behind radiators, along walls, and around pillars or columns
3. Free of oil, grease etc.
4. Operating floors, or work positions free of loose scrap, metal or other materials
5. Free of unnecessary articles
6. Bins provided for refuse

AISLES

1. Free of obstructions
2. Safe and free passage to fire-fighting equipment and fire exits
3. Safe and free access to work positions
4. Clearly defined

MACHINERY AND EQUIPMENT

1. Clean and free of unnecessary material
2. Free of unnecessary dripping of oiled and grease
3. Area around machines clean and free of rags, paper etc.
4. Lockers and cupboards clean and free of unnecessary material both on top and inside
5. Benches and seats clean and in good condition
6. Drinking fountains clean
7. Toiler facilities clean and well ventilated
8. Proper guards provided and in good condition
9. First-aid facilities and equipment fully stocked and in clean condition

STOCK AND MATERIAL

1. Properly piled and arranged
2. Kept in storage areas

TOOLS

1. Properly arranged in place
2. Free of oil and grease
3. Inspected and maintained in good order
4. Tool rooms and racks in clean and orderly condition

GROUNDS

1. Yard and building surrounds free of refuse such as fruit peelings, scrap, wood, iron, etc.
2. Grounds kept free of weeds and overgrown vegetation
3. Wastes and refuse removed frequently

Good housekeeping doesn't just happen

A good housekeeping programme can start only when management accepts responsibility for it. Management must plan it in the first place and then make sure it consistently enforces the measures decided upon.

The adoption of Good housekeeping helps creating:

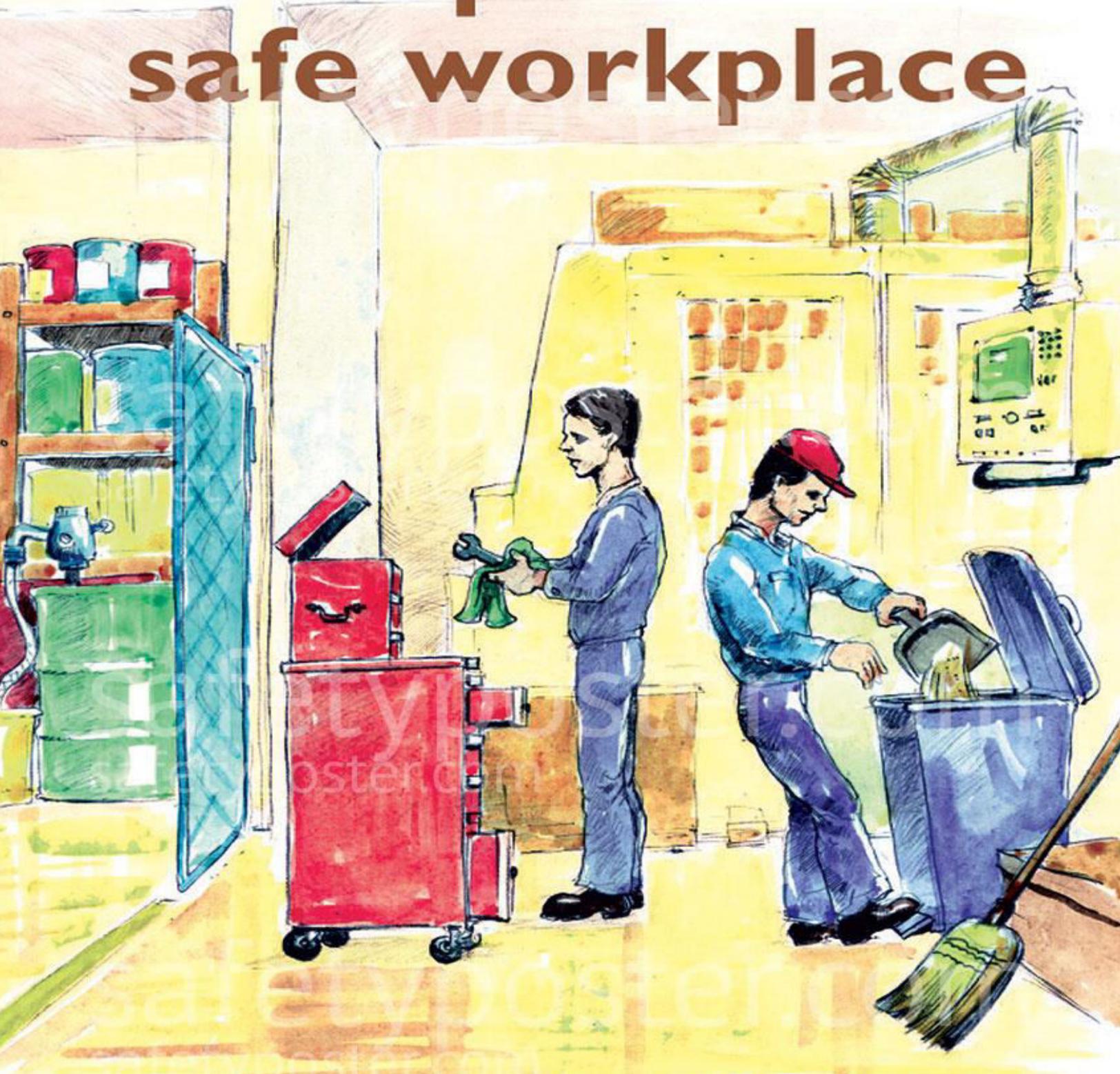
- **Better working conditions**
- **Safer workplaces**
- **Greater efficiency**

It is not an unprofitable sideline. It is part of a good business.

References:

- **World Health Organization (WHO)**
- **Bureau of Energy Efficiency (BEE)**
- **United Nations Industrial Development Organization (UNIDO)**
- **United Nations Environment Programme (UNEP)**

A neat and tidy workplace is a safe workplace



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