

Tool Box Talk- House Keeping

Definition:

- House Keeping plays an important role in Environment, Health and Safety. It is vital to take care of.
- House Keeping means take care of your work area. To make your workplace clean and neat always, make you healthy and safe.
- House Keeping is the process of ensuring your workplace clean and organized.
- It is not one time job; make good housekeeping as your daily, routine practice.

Consequences of Bad House Keeping:

- Trips.
- Falls.
- Slips.
- Fire.
- Hitting against objects.
- Stuck in between.
- Hurdle in evacuation in case of emergency.
- Question mark over organization reputation.

Let us practice Good House Keeping

To achieve Good House Keeping:

- Put everything at it's right place and ensure the same. Decide right place for right thing by marking its space.
- Prepare and follow schedule for housekeeping.
- Regular inspection and audits can make difference.
- Make it a part of your work.
- Always maintain workplace neat and clean.
- Always make Emergency exit route free of hassles. (Gangways/walkways must be clear).
- Store rejected material separately.

Free rewards of Good House Keeping:

- Improve safety culture.
- Identification of hazards and risks become easy, thus implementation of control measure also faster and reliable.
- Reduce injuries.
- Reduce Fire Hazards.
- Increase productivity and thus affects quality of products too.
- Help to allow optimized and effective use of space.
- Make strong impression over visits and audits.
- Make area neat and clean, which directly removes hazards and risks.
- Improve morale of the resources as place is calm, clean and in order.
- Helps to establish better control of tools and materials.