

Housekeeping

USQ Safe, Human Resources



What is housekeeping?

- A systematic process for reducing the risk of accidents, not just keeping a work place tidy.
- Effective housekeeping is an ongoing operation.
- It is not a hit-and-miss clean-up done occasionally.
- It is not just about hygiene and cleanliness either, "housekeeping" is much more than these things.
- Poor housekeeping can frequently contribute to accidents by hiding hazards that cause injuries.

Why we need workplace housekeeping?

Poor housekeeping can be a cause of accidents such as:

- Being hit by falling objects.
- Striking against projecting, poorly stacked items or misplaced material.
- Not able to exit in an emergency.
- Slips and trips due to poor housekeeping are often a sign of a lack of clear systems and responsibilities for storage, maintenance and cleaning. For example:
 - Items left out or extending into walkways or work areas;
 - Things spilt and left on the floor;
 - Flooring, carpet or mats in a poor state of repair or uneven; and
 - Poor or broken lighting in work areas and walkways.

The benefits

Effective housekeeping results in:

- Reduced handling.
- Fewer trips and slips accidents in a clutter-free environment.
- Decreased fire hazards.
- Better control of materials and supplies.
- More efficient equipment clean-up and maintenance.
- Better hygienic conditions leading to improved health.
- More effective use of space.
- Improved productivity (what you need is easy to find).

Am I responsible?

- Housekeeping is everyone's responsibility.

- Cleaning and organisation of 'things' must be done regularly, not just at the end of the task or at the end of the week, month or year.
- Integrating housekeeping into jobs can help ensure this is done. Clean up as you go.

How does it work?

By ensuring that:

- Your work areas are laid out to a specific plan, taking into account any WHS considerations, such as ergonomics.
- Equipment, tools and other items are placed, used and/or stored appropriately.
- Chemicals are stored, used and disposed of correctly.
- Safety signage, barriers are installed and used appropriately.
- Continually monitoring to keep a fit and tidy state.

How do we do it?

- If you see a mess, or something that is not right, don't leave it for someone else to make right.
- If safe to do so, pick up anything lying around, especially if it could trip someone or create a fall. Even if you didn't put it there!
- Keep storage areas, stairs and walkways free from obstructions.
- Clean up spills immediately, locate and fix the cause of spills or leaks.
- Return things when not in use.
- If you find damage to the facility or lights, submit a BEIMS request, don't wait for someone else to do it.
- Keep exit paths (including the exit from your office) free from obstructions.
- Use a systematic approach (e.g. assigning a place for everything, sorting and removing unnecessary items).

Summary

- Housekeeping is everyone's job.
- It is a job that you should do every day.
- Good housekeeping helps prevent hazards and injuries.
- Housekeeping is not just keeping the workplace clean and tidy, it also involves facility maintenance.

Record of training

I have read and understand the information provided to me for housekeeping and I have been issued with:



Tea break talk paper – housekeeping.

Employee's name (PRINT) Employee's signature __/__/__
Date

Trainer's name (PRINT) Trainer's signature __/__/__
Date

Document procedure:

Original - to be kept on the employee's record of training

Copy – forward to USQSafe for archive filing

Electronic – USQSafe to record on PeopleSoft