

Morning Tool Kit Assignment

Topic

Safety

Name of VST

Housekeeping at Your Workplace

Goal

To remind employees the dangers of an unclean and cluttered workplace. Provide useful tips to help employees keep workplaces clean and clutter free. Is

What do I need?

Provide handouts and provide quarterly reminders throughout the year for the staff.

Flow

Practices Not To Follow

When your work area is not clean here are some of the issues you could face: In some cases injury or death resulted from a trip or fall to the floor or ground. There is an opportunity to be injured or stuck by an out of place object that in some rare cases could cause death. The improper storage or disposable chemicals and combustible materials can cause fires that can result in injury or death. Some situations can cause your productivity to reduced or stagnated because of time spent on working around an untidy work space. You can also receive delays from having trouble finding needed tools or materials to complete you assignments. These can really hinder your work efforts and can cause major safety concerns as well as label you or your organization as a team who displays unorganized and unsafe.

Practices to Follow

You must remember to keep work areas clean, free of clutter and arranged properly. Make it a habit to keep aisles, exits and entrances free of obstructions. Ensure that you keep all floors clean, dry and in good condition. While working in dusty areas don't forget to frequently to vacuum or sweep. Make it a habit to store all work chemicals and materials in approved, clearly-labeled containers and ensure they are disposed and stored in proper designated storage areas only. Ensure all waste containers are labeled and utilized properly. When inside of facilities make sure that all sprinklers, fire alarms and fire extinguishers clear and unobstructed in case of an emergency. Make sure all leaks and spills are contained and cleaned up quickly and properly based on rules, regulations and the law. Lastly don't forget to store all tools and equipment properly in it there designated places. Fix or report broken or damaged tools and equipment. Keep lighting sources clean and clear. Follow maintenance requirements

Notes

It is not a guarantee that maintaining a clean workplaces will keep you safe, but it is safer to clean and orderly workspace. Good housekeeping requires practice and good cleaning habits. This job is for the entire work team. Create a clean standard in your workspace and stick to it. In some cases we are reactive and implement housekeeping practices after we experience a hazard or accident. If an accident happens once you have implemented and followed you housekeeping policy, you at least can count out housekeeping being the root of the problem. Housekeeping is a tool we can use to help keep us safe and studies have also shown how it can raise moral in the workplace.