



Good housekeeping standards must be upheld as a necessary component of our daily job operations. We will be halfway to ensuring a safe workplace if we maintain a good, clean, and organized workspace.

All staff, regardless of level, are accountable for maintaining good housekeeping. It is an ongoing process that everyone must contribute to in order to keep going.

### **We hope to achieve the following by upholding high standards of housekeeping:**

- First impressions are crucial, especially when visitors (such as clients, HSE, other contractors, etc.) are present because they reflect both the firm and the individual
- Prevent Delays; caused by accidents on site and enhances production.
- Decrease the Number of accidents on site caused by trips, slips, and falls.

### **Take responsibility:**

- ✓ Waste and scrap materials should be removed from the work area and put in the appropriate skip or container.
- ✓ When finished, return tools and equipment to the correct area or stores to avoid trip hazards, keep them in good condition, and make them easier to find quickly when needed.
- ✓ Put food packaging in the proper container for disposal.
- ✓ Maintain the on-site welfare facilities in the same condition as you would expect to find them.
- ✓ Any long-term and transient trip hazards, such cables, should be fixed or ramped.
- ✓ Inform your manager or supervisor of any hazards you cannot handle.
- ✗ DO NOT allow leads from tools to trail.
- ✗ Don't let trash, sandwich wrappers, and food scraps build up in the cabins; instead, throw them away after you're done.
- ✗ DON'T overlook spills of chemicals or oils; clean them up right away and report them to the site supervisor or manager.

### **Verification (ask the participants if they understand the content by asking them the questions below):**

- Why is it vital to maintain appropriate housekeeping standards?
- What are three ways that you can contribute to the upkeep of acceptable housekeeping standards?
- Provide one instance of anything that should not be done since it might affect housekeeping standards.

**Ask your line manager or supervisor about any concerns you have if you have any questions regarding safety procedures, believe that equipment or systems are broken or not functioning properly, or if you have any other worries.**

