

INDUSTRIAL HOUSEKEEPING



www.baoviettokiomarine.com

HOW DOES THIS AFFECT YOUR COMPANY?

Many cases have proved that poor housekeeping is one of the main catalysts leading to fire catastrophe, from complicated production process to simple storage. Poor housekeeping can frequently contribute to accidents by hidden hazards that cause injuries: tripping, slipping, wet or dirty surfaces, tearing hand skin or other body parts, wire or steel strapping, etc. Waste or trash accumulation can accidentally contact with ignition sources and produce sudden fire. Plus, bad organizing of trash and equipment can prevent approaching of fire protection equipment and render the facility vulnerable to fire damage.



MAIN FEATURES FOR AN EFFECTIVE HOUSEKEEPING

A good housekeeping can only be maintained if all staffs share the same idea, even though it requires various training and reminding to achieve individual awareness. It is essential that management actively demonstrates support for proper housekeeping standard. This can be best achieved through a written programme with agreed standards for keeping areas and machinery clean and orderly.

For an effective housekeeping standard, management should:

- Define roles and responsibilities
- Establish housekeeping standards
- Define the level of cleanliness
- Monitor areas on a regular and random basis
- Reward consistently good housekeeping practices
- Provide adequate and proper cleaning equipment and materials



The most important factor is that the standards should become part of the company's procedures.

WHAT SHOULD YOUR COMPANY DO?

Housekeeping leaders

It is necessary to have a leader at each section for continuous control. The leader should define workload among the members as well as point out cleaning standard.



Cleaning method

Different facilities have different ways of cleaning. Therefore, clearly explanation and training for staffs are necessary to perform the job correctly and efficiently.

Reward

Maintaining a culture of cleanliness is challenging at all levels of a company. Consistent good housekeeping practices should be acknowledged and rewarded.

Be vigilant

Emphasizing patrol around operational areas should be encouraged as status of housekeeping can be taken and recorded frequently as well as the leader can remind the staffs in case housekeeping act is neglected.

Changes

Regular overviews of housekeeping records should be implemented to promote alternation of cleaning methods in case the current situation is not effective.

Poor housekeeping

Do not accept poor housekeeping under any circumstances.



Further Information:

Hanoi Head Office	6F, Sun Red River Bldg., 23 Phan Chu Trinh St., Hoan Kiem Dist., Hanoi	T (84.4) 3933 0704 - Ext. 70	F (84.4) 3933 0706
	Mr Ha Manh Hung		Risk Engineer
Ho Chi Minh City Branch	19F, Green Power Tower, 35 Ton Duc Thang St., Dist. 1, Ho Chi Minh City	T (84.8) 3822 1340 - Ext. 39	F (84.8) 3822 1338
	Mr Le Tuong Huan		Head of Risk Engineering Dept.