

## **HOUSEKEEPING & TEAMWORK IN INDUSTRY**

This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation. Featured are:

**INTRODUCTION:** A brief description of the program and the subject that it addresses.

**PROGRAM OUTLINE:** Summarizes the program content. If the program outline is discussed before the video is presented, the entire program will be more meaningful and successful.

**PREPARING FOR AND CONDUCTING THE PRESENTATION:** These sections will help you set up the training environment, help you relate the program to site-specific incidents, and provide program objectives for focusing your presentation.

**REVIEW QUESTIONS AND ANSWERS:** Questions may be copied and given to participants to document how well they understood the information that was presented. Answers to the review questions are provided separately.

**ATTENDANCE RECORD:** Document the date of your presentation as well as identify the program participants. The attendance record may be copied as needed.

### **INTRODUCTION**

Proper housekeeping practices are not only critical to the quality and productivity of our work processes, but also to our health and safety and that of our co-workers. Success at work requires teamwork, effort and participation from everyone at the plant. Part of this success depends on our commitment to good housekeeping practices in order to maintain a clean, safe and efficient workplace.

This fast-moving video uses several re-creations of situations involving poor housekeeping to demonstrate how housekeeping and teamwork are the keys to working safely and productively. Topics include fire prevention, storage of equipment and work materials, responding to leaks and spills, and employee attitude and commitment.

### ***PROGRAM OUTLINE***

#### **OPENING OF THE PROGRAM**

- The opening sequence in this video features a fire at a family home in which a woman's child is still inside the house.
- Much to the mother's dismay, the firefighters have difficulty with tangled water hoses and improperly maintained equipment.
- Good housekeeping procedures, which include properly storing equipment, keeping equipment working properly and maintaining neat, organized work areas and materials, would have prevented this tragedy.

#### **FIRE PREVENTION AND EMERGENCY ACCESS**

- Never block access to any emergency equipment, including sprinklers, fire, alarms, fire extinguishers, safety showers or eye wash stations.
- Walkways, aisles and exit doors should be kept free and clear of equipment and work materials.
- When working with cleaners, solvents and other flammable materials, only keep enough on hand to do the job. Return the container to a proper storage area, such as a fireproof cabinet.

- Be aware that some chemicals are unstable and improper storage of them can cause a fire and explosion. Storing chemicals close to heat sources or other types of chemicals can be extremely dangerous.
- Check with your supervisor on proper storage and disposal methods for materials in your work area.
- Accumulation of trash, dirt, rags and scrap material may act as fuel for fires. Don't let these materials accumulate in your work area.
- Place used rags in a fireproof container. Piles of used rags can generate enough heat to ignite.

### **HOUSEKEEPING AFFECTS THE ENTIRE TEAM**

- Much of what we do directly affects others. We are all part of a team that depends on one another to perform quality work in a safe and efficient manner.
- Don't be the one to let your team down by ignoring good housekeeping practices.
- Returning tools to their proper place insures that we can always find them when we need them and they can't cause an accident to one of our co-workers.
- Tripping hazards such as open file drawers, cords across doorways and materials obstructing aisles can cause a serious injury to a co-worker.
- Other hazards include items stored on steps or walkways and stacking items to an excessive height. If you find any of these hazards in your work area, correct the situation immediately or report the problem to your supervisor.

### **LEAKS AND SPILLS**

- Part of good housekeeping is always watching for leaks and spills and making sure they get cleaned up promptly.
- Spills of non-hazardous materials need to be marked with barriers or signs to alert others of their presence. You should then clean them up or report them as soon as possible.
- A spill should be cleaned up quickly and completely. A poor job can result in a slipping hazard that could cause a fall or allow for the hazard to be spread to other parts of the plant.
- Some chemicals require a quick response from an emergency spill response team for special handling. If you are unsure how to handle a potential spill of materials in your work area, be sure to ask your supervisor.

### **CLEANLINESS AND HYGIENE**

- While the janitorial staff keeps the facility clean, it should not have to clean up after messy and inconsiderate co-workers.
- Don't track dirt and mud through the building and make sure to put your trash in the trash can and not on the floor.
- If you work with contaminants or hazardous substances, you may need to change clothes or decontaminate yourself before you leave the work area.
- Be aware of the possible spread of contamination to your co-workers. It's a good idea for all employees to wash up before visiting food or break areas.

- Taking care of our bodies is also important. Daily bathing, shampooing, brushing teeth and using deodorant helps us to stay healthy and to maintain good working relationships with co-workers.

### **ATTITUDES AND COMMITMENT**

- Your company's management has determined that good housekeeping practices are a key component in achieving a safe work place that produces quality products in an efficient manner.
- If you decide that you don't have the time or desire to follow good housekeeping practices, your supervisor may think that you don't really take any pride in your work nor do your care about the company or your co-workers.
- Don't put your supervisor in the position of questioning your attitude, work ethic or commitment to doing your job safely and properly.
- Make housekeeping synonymous with quality, safety, productivity and pride.

### **PREPARE FOR THE SAFETY MEETING OR TRAINING SESSION**

Review each section of this Leader's Guide as well as the videotape. Here are a few suggestions for using the program:

Make everyone aware of the importance the company places on health and safety and how each person must be an active member of the safety team.

Introduce the videotape program. Play the videotape without interruption. Review the program content by presenting the information in the program outline.

Copy the review questions included in this Leader's Guide and ask each participant to complete them.

Copy the attendance record as needed and have each participant sign the form. Maintain the attendance record and each participant's test paper as written documentation of the training performed.

### **Here are some suggestions for preparing your videotape equipment and the room or area you use:**

Check the room or area for quietness, adequate ventilation and temperature, lighting and unobstructed access.

Check the seating arrangement and the audiovisual equipment to ensure that all participants will be able to see and hear the videotape program.

Place or secure extension cords to prevent them from becoming a tripping hazard.

### **CONDUCTING THE PRESENTATION**

Begin the meeting by welcoming the participants. Introduce yourself and give each person the opportunity to become acquainted if there are new people joining the training session.

Explain that the primary purpose of the program is to stress that housekeeping and teamwork go hand in hand in maintaining a safe and healthy workplace that allows us to work efficiently and productively.

Introduce the videotape program. Play the videotape without interruption. Review the program content by presenting the information in the program outline.

Lead discussions about specific incidents at your facility where poor housekeeping led to accidents or injury and what should have been done to prevent these situations. Use the review questions to check how well the program participants understood the information.

After watching the videotape program, the viewer will be able to explain the following:

- Good housekeeping procedures for preventing fires;
- How to respond to leaks and spills;
- Why cleanliness and hygiene are an important;
- How an individual's attitude and commitment to safety and teamwork are reflected in their housekeeping habits;



***ANSWERS TO THE REVIEW QUESTIONS***

1. a

2. d

3. b

4. c

5. b

6. safety showers, eye washes, sprinklers, fire alarms, fire extinguishers, walkways, aisles, exits

7. a