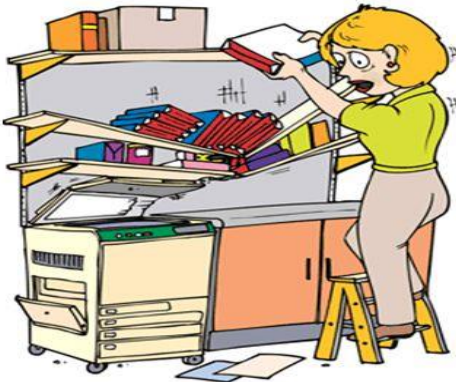


PROGRAMME: ICP  
CENTRE: POINT FORTIN  
COURSE: ELECTRICAL INSTALLATION LEVEL #1  
INSTRUCTOR: MASLYN VERNE MENDEZ  
PERFORM HOUSEKEEPING DUTIES



# LEARNING OBJECTIVES

At the end of this lesson, the students will be able to gain knowledge and understanding of :

- Identifying good housekeeping in the electrical area.
- List the importance of housekeeping.
- Recognise the benefits of housekeeping practices.
- Practice good housekeeping principles.





# WHAT IS HOUSEKEEPING

- Housekeeping is keeping work areas neat and orderly, maintaining halls and floors free of slip and trip hazards, and removing of waste materials (e.g., paper, cardboard) and other fire hazards from work areas.
- Good housekeeping is also a basic part of incident and fire prevention.

# GOOD HOUSE KEEPING IN THE ELECTRICAL WORKSHOP

- ▶ Electrical workshops must be kept clean and dry. If spills or leaks occur, they must be cleaned up promptly to avoid the risk of electrocution.
- ▶ Additionally, walking and working surfaces should be as free from debris as possible to minimize slips, trips, and falls. Slipping, tripping, and falling into electrical equipment in a workshop can cause severe injuries (Heflo, 2025).



# GOOD HOUSEKEEPING



(Heflo, 2025)

**A messy shop can hide hazards! Keep it clean**

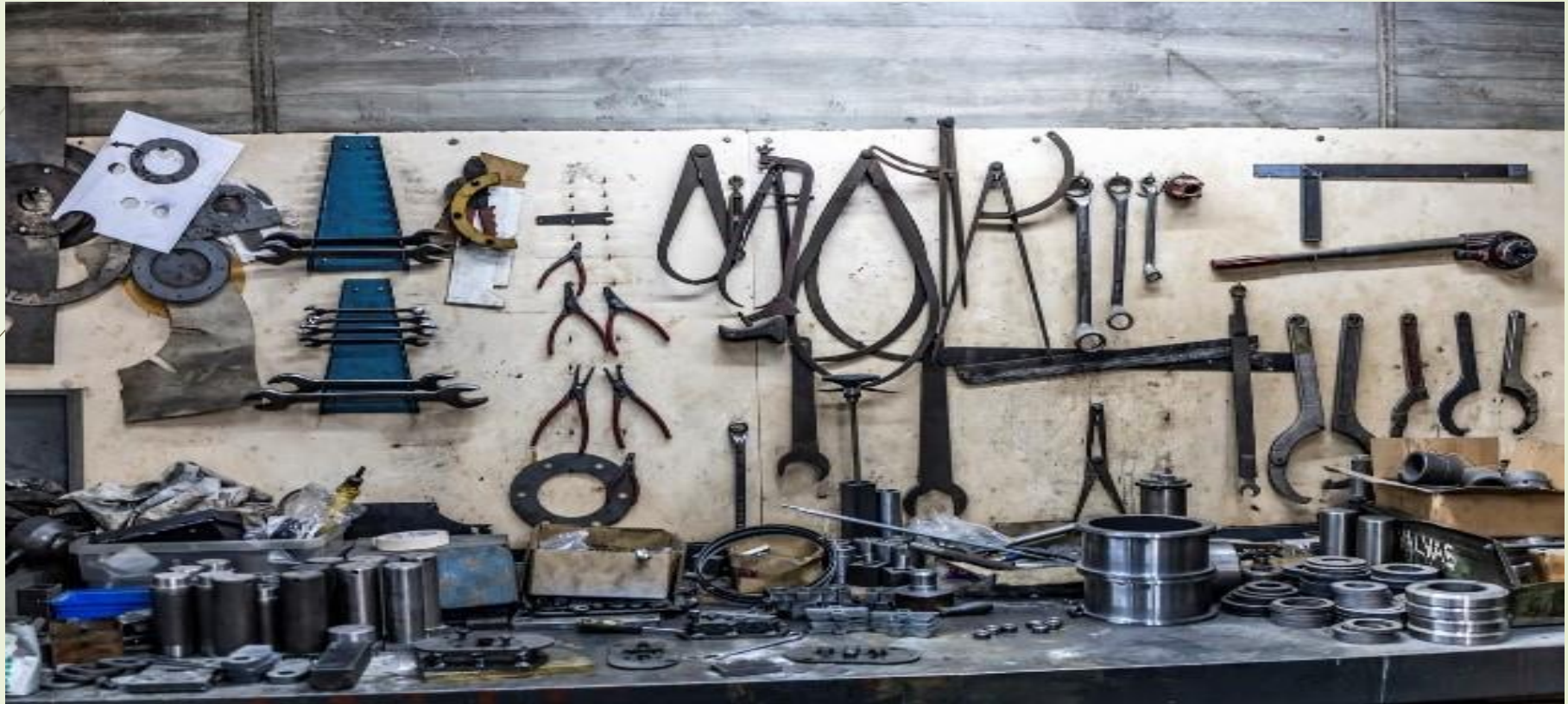


# Housekeeping!!

## The Results of Poor housekeeping:

- **Accidents**
- **Cluttered countertops are a good source of spills.**
- **Poorly maintained equipment or apparatus can break, spilling its contents, damage other equipment, or flying debris can cause injury.**
- **Containers and equipment on the floor are a trip and spill hazard.**

# BAD HOUSEKEEPING



Poor housekeeping is a hazard to yourself and others. (Staff, 2025)

# WHY SHOULD WE PAY ATTENTION TO HOUSEKEEPING AT WORK?

- ▶ **Effective housekeeping can help control or eliminate workplace hazards. Poor housekeeping practices frequently contribute to incidents.**
- ▶ **If the sight of paper, debris, clutter, and spills is accepted as normal, then other, more serious hazards may be taken for granted.**

# WHY SHOULD WE PAY ATTENTION TO HOUSEKEEPING AT WORK?

- ▶ Housekeeping is not just about cleanliness. It includes keeping work areas neat and orderly, maintaining halls and floors free of slip-and-trip hazards, and removing waste materials (e.g., paper, cardboard) and other fire hazards from work areas.
- ▶ It also requires attention to important details such as the overall layout of the workplace, aisle markings, the adequacy of storage facilities, and maintenance.



# WHY SHOULD WE PAY ATTENTION TO HOUSEKEEPING AT WORK?

- **Good housekeeping is also a basic part of incident and fire prevention.**
- **Effective housekeeping is an ongoing operation: it is not a one-time or hit-and-miss cleanup done occasionally.**



# WHAT IS THE PURPOSE OF WORKPLACE HOUSEKEEPING?

Poor housekeeping can be a cause of incidents, such as:

- ▶ tripping over loose objects on floors, stairs and platforms
- ▶ being hit by falling objects
- ▶ slipping on greasy, wet or dirty surfaces

# WHAT IS THE PURPOSE OF WORKPLACE HOUSEKEEPING?

Poor housekeeping can be a cause of incidents, such as:

- ▶ striking against projecting, poorly stacked items, or misplaced material
- ▶ cutting, puncturing, or tearing the skin of hands or other parts of the body on projecting nails, wire, or steel strapping
- ▶ To avoid these hazards, a workplace must "maintain" order throughout a workday (Staff, 2025).

# WHAT ARE SOME BENEFITS OF GOOD HOUSEKEEPING PRACTICES?

**Effective housekeeping results in:**

- ▶ **reduced handling to ease the flow of materials**
- ▶ **fewer tripping and slipping incidents in clutter-free and spill-free work areas**
- ▶ **decreased fire hazards**
- ▶ **lower worker exposures to hazardous products (e.g. dusts, vapors)**

# WHAT ARE SOME BENEFITS OF GOOD HOUSEKEEPING PRACTICES?

**Effective housekeeping results in:**

- **better control of tools and materials, including inventory and supplies**
- **more efficient equipment cleanup and maintenance**
- **better hygienic conditions leading to improved health**
- **more effective use of space**

# WHAT ARE SOME BENEFITS OF GOOD HOUSEKEEPING PRACTICES?

**Effective housekeeping results in:**

- **reduced property damage by improving preventive maintenance**
- **less janitorial work**
- **improved morale**
- **improved productivity (tools and materials will be easy to find)**

# GOOD HOUSEKEEPING

- The management concept of “5S” is promoted for good housekeeping practice in workplaces, which includes five complementary principles of “Organization”, “Neatness”, “Cleanliness”, “Standardize”, and “Discipline”.
- “5S” is a practical management tool for good housekeeping practice in workplaces.

# GOOD HOUSEKEEPING

- ▶ It not only helps enterprises to implement a good housekeeping plan to systematically build a clean, tidy, and organized working environment in which employees can work contentedly according to the standardized working procedures and storage of tools and materials, but also helps to avoid or mitigate losses resulting from workplace disorganization and injuries.

# GOOD HOUSEKEEPING CON'T

## Concept of “5S”

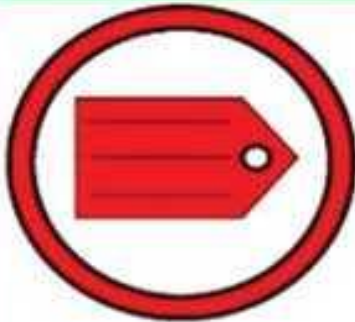
- 1. “Organization” requires sorting and disposal of all items placed in the workplace.
- 2. “Neatness” identifies location and quantity for storing and demands orderly arrangement for better retrieval and return.
- 3. “Cleanliness” means cleaning and guarantees that all things or equipment will be kept in a clean and well-functioning condition.

# GOOD HOUSEKEEPING CON'T

## Concept of “5S”

- 4. “Standardize” regulates and enforces the results of “Organization”, “Neatness”, and “Cleanliness” by setting up guidelines and procedures.
- 5. “Discipline” is the repeated 5S application in everyday work tasks by all staff to become a good 5S work habit, resulting in the cultivation of discipline (Hutchins, 2023).

## 5S Explanation



Sort

When in doubt, move it out – Red Tag technique



Set in Order

A place for everything and everything in its place



Shine

Clean and inspect or Inspect through cleaning



Standardize

Make up the rules, follow and enforce them



Sustain

Part of daily work and it becomes a habit

(Hutchins, 2023)

# VIDEO LINKS

- ▶ <https://www.youtube.com/watch?v=jPXYa3FQP8k>
- ▶ <https://www.youtube.com/watch?v=mOUvhsTJcRk>

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**LET'S  
DISCUSS**



# ASSIGNMENT

- 1. Define the term housekeeping.**
- 2. What is 5S?**
- 3. What does CANDO stand for?**
- 4. Why is 5S important?**
- 5. Explain the 5 steps of housekeeping?**
- 6. Describe good housekeeping in the workplace.**
- 7. Discuss why you should pay attention to housekeeping at work.**
- 8. List 5 incidents associated with poor housekeeping at workplace.**
- 9. List and explain 8 benefits of housekeeping practices**