



4S FOR HOUSEKEEPING

Workplace housekeeping involves cleaning and organizing materials to create or maintain an orderly, clean, tidy, and safe working environment.

This includes: Keeping work areas neat and orderly ; Maintaining hallways and floors free of slip and trip hazards ; Removing waste materials and other fire hazards from work areas

Effective workplace housekeeping can eliminate many hazards, supporting safe and proper work completion. It also enhances overall productivity, safety awareness, and employee health.

SORT

- Identify and eliminate unnecessary items from workplace

SET IN ORDER

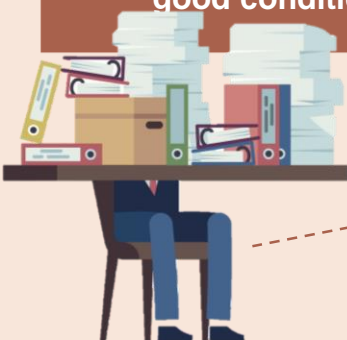
- Organize the remaining items in a way the promotes efficiency
- Arrange tools and equipment in logical and accessible manner

SHINE

- Clean and maintain the workspace regularly.
- Keep equipment and tools in good condition

STANDARDIZE

- Establish standardized procedures for maintaining order and cleanliness



Following are some Effects of Bad Housekeeping

- Increase risk of accident
- Reduce productivity
- Quality Issues
- Increase Maintenance Costs
- Negative Public Image

