

EFFECTIVE WORKPLACE HOUSEKEEPING GUIDE

7 ways to ensure Health and Safety in the Workplace for your Employees and Clients



MAKE YOUR JOB AS A FACILITIES MANAGER EASIER

You carry the well-being of your employees and clients on your shoulders. Your job is never finished, but you can make it less complicated with the right resources. Discover what other facilities managers are doing to build awareness, create precautionary measures, develop important documents and report incidents to keep up with statutory regulations in this guide, “7 ways to ensure Health and Safety in the Workplace for your Employees and Clients”

YOU WILL LEARN

- 👉 Work-place Hygiene
- 👉 Hazard Control
- 👉 Waste Disposal
- 👉 Sanitation Protocol



TOP 7 PROVEN TIPS

1. Hand Hygiene

- Employers should print and post fact sheets that remind employees when to wash their hands.
- Experts recommend washing hands with soap and water for at least 20 seconds.
- Employees should use an alcohol-based hand sanitizer if soap and water are not available, alcohol-based hand sanitizers should contain 60-95% alcohol.
- Place hand rubs in multiple locations across the office.
- Employers should also consider providing tissues and touch-free trash bins.

2. Workspace

- Employers should encourage employees and housekeeping staff to routinely clean all frequently touched surfaces in the workplace, such as keyboards, mouse, remote controls, desks, countertops and doorknobs.
- Employers should provide disposable wipes so that workers can easily wipe down commonly used surfaces.
- Use a screen-friendly spray to wipe off the monitor screen everyday before and after use.
- Change the filters of HVAC vents and clean them from the inside as well once a week.
- Regularly dust off the blinds in the windows and their sill.
- Use disposable kitchenware from the kitchen, make sure you dispose it off safely.

3. Restroom

Employers need to pay special attention when it comes to cleaning.

Restroom is the most germ infected area and you must keep it sanitized in order to ensure the safety of your staff and clients. The restroom area should be wiped and sanitized at least once every two hours.

- Deploy hand sanitizers and hand soaps on each sink.
- Restroom floors need to be mopped with disinfectant.
- Toilets, urinals, and stalls should be cleaned and sanitized.
- The floor should not remain wet. Any plumbing problems should immediately be reported before it gets worse
- Place hand dryers in the restroom and ensure that they work properly
- Place hand showers to spray water on the toilet after each use.

4. Prevention of Slips, Trips, and Falls

All workplaces should be kept clean, sanitary, and tidy to reduce the risks of any slips, trips or falls and, therefore, you should hire a cleaner or cleaning services to make sure this standard does not slip. This includes:

- Floors should always be left to dry once cleaned and wet floor signs should be available after cleaning or when a spillage does occur.
- If you use anything that will cause frequent areas of wetness on the floor, drainage should be installed to reduce the risk of hazards.
- As an employer, you should replace anything that is broken, including wires, broken tiles and sanitary-ware

To help prevent the spread of germs, the CDC recommends:

- *Avoiding coughing or sneezing into your hands.*
- *Covering your mouth and nose with a tissue or upper sleeve when you cough or sneeze.*
- *Putting used tissue in a wastebasket.*



5. Surfaces

Floors: Poor floor conditions are a leading cause of incidents so cleaning up spilled oil and other liquids at once is important. Allowing chips, shavings and dust to accumulate can also cause incidents. Trapping chips, shavings and dust before they reach the floor or cleaning them up regularly can prevent their accumulation. Areas that cannot be cleaned continuously, such as entrance ways, should have anti-slip flooring. Keeping floors in good order also means replacing any worn, ripped, or damaged flooring that poses a tripping hazard.

Walls: Light-coloured walls reflect light while dirty or dark-coloured walls absorb light. Contrasting colours warn of physical hazards and mark obstructions such as pillars. Paint can highlight railings, guards and other safety equipment, but should never be used as a substitute for guarding. The program should outline the regulations and standards for colours.

6. Aisles and Stairways

Aisles should be wide enough to accommodate people and vehicles comfortably and safely. Aisle space allows for the movement of people, products and materials. Warning signs and mirrors can improve sight-lines in blind corners. Arranging aisles properly encourages people to use them so that they do not take shortcuts through hazardous areas.

Keeping aisles and stairways clear is important. They should not be used for temporary "overflow" or "bottleneck" storage. Stairways and aisles also require adequate lighting.

Ensuring workplace health and safety can keep you and your employees safe and regular housekeeping can reduce the risk of any incidents and liabilities. Health and safety at work are incredibly important, as accidents that could be easily avoided can cost you thousands.

Give your employees regular training on what they should do in the workplace and set rules and regulations within your business to make sure this level of safety is achieved.

7. Waste Disposal

The regular collection, grading and sorting of scrap contribute to good housekeeping practices. It also makes it possible to separate materials that can be recycled from those going to waste disposal facilities.

Allowing material to build up on the floor wastes time and energy since additional time is required for cleaning it up. Placing scrap containers near where the waste is produced encourages orderly waste disposal and makes collection easier. All waste receptacles should be clearly labelled (e.g., recyclable glass, plastic, scrap metal, etc.).

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