



# 'The Critical Role of Housekeeping in Indoor Air Quality'

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Occupational Safety and Health



# Objectives

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- Employers, employees and government duties
- Keeping buildings, plants, machinery and equipment organized and properly maintained
- Maintenance of sanitary and welfare facilities
- **Daily cleaning schedules**
- Improve efficiency and productivity

# *Employer Duties [S 6(6)]*



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- Provision and maintenance of a safe workplace
  - Provision and maintenance of safe plant and safe systems of work
  - Safe arrangements for storage, transport and use of articles and substances
  - Provision of adequate information, instruction, training and supervision
  - Provision of a safe working environment and adequate welfare facilities
  - Workplace met prescribed ergonomic standards

# *Employee's Duties (S 9)*



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- Reasonable care of his own safety and that of others
- Cooperate with his employer re: statutory duties
- Report to his employer unsafe conditions or breaches of the Act
- Use personal protective equipment correctly



# Factors Affecting IAQ

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- Environmental Air Quality
- **Work activities**
- **Housekeeping**
- Building design
- Ventilation system - mechanical vs. natural
- Animals including insects
- Temperature
- Humidity
- **People**



# Health Risks

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Several sick building syndrome investigations and building surveys have reported an associated between frequency of complaints and the level of housekeeping in the environment”

- Spengler, J.D et al Indoor Air Quality Handbook, McGraw Hill: New York 2001





# Health Risks

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- Excessive levels of particulates can cause allergic reactions:
  - dry eyes, contact lens problems, nose, throat, and skin irritation, coughing,
  - sneezing, and respiratory difficulties.
- With High Humidity/ Moisture :
  - Increased risk of mould growth
- Increased risk of elevated levels of TVOCs



# Housekeeping issues

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- Inadequate cleaning procedures generally
- No procedures for cleaning after maintenance
  - Inadequate or no cleaning



# Poor Housekeeping

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# Poor Housekeeping

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# Other Risks

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Poor housekeeping can be a cause of accidents such as:

- Tripping
- Being hit by falling objects
- Slipping on greasy, wet or dirty surfaces
- Striking against projecting, poorly stacked items or misplaced material
- Cutting, puncturing, or tearing the skin on projecting nails, or wires
- Fire





# Legislative requirements

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- Maintenance of place of work in condition that is safe and without risks to health (S6(d))
- All floors, steps, passages and gangways... shall be kept free of obstruction from any substance that is likely to cause persons to slip (S43)
- Steps to be taken to reduce or mitigate the risks from slippery surface (S43(3))
- Workroom has to be kept clean (S49)
  - Accumulation of dirt shall be removed as often as required
  - By an appropriate method
  - Effective means to be provided to prevent the breeding of vermin



# Procedures

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- The Safety and Health Officer visits workplaces to conduct routine inspections, respond to concerns, to give advice on request from employer.
- The cooperation of employers, employees and property managers is anticipated



# Cooperation

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- The assistance of property managers is often required in relation to:
  - Gaining access to plant rooms
  - Fire safety records
  - Maintenance schedules
  - Scheduling of renovations and other work
  - Contact with contractors for various services
  - Information to aid the communication process between employers and employees





# Good Housekeeping

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Is not spontaneous or unplanned  
Must be Proactive!!!



# 5S PROGRAM

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**Sort-** Remove what is not needed and keep only what is needed

**Set in order-** Arrange essential items in order for easy access

**Shine-** Keep things clean and tidy , no trash or dirt in the workplace

**Standardize-** Establish standards and guidelines to maintain a clean workplace

**Sustain-** Make 5S a habit and teach others to adhere to establish standards



# Effective housekeeping

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- reduced handling to ease the flow of materials
- fewer tripping and slipping accidents in clutter-free and spill-free work areas
- decreased fire hazards
- **lower worker exposures to hazardous substances**
- better control of tools and materials
- more efficient equipment cleanup and maintenance
- **better hygienic conditions leading to improved health**
- more effective use of space
- reduced property damage by improving preventive maintenance
- less janitorial work
- improved morale



# Summary

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## Good Housekeeping

- prevents accidents
- required by the SHaW Act
- Improves efficiency, productivity, morale
- Has to planned and elevated to a core value
  - *5S programme*



*Thank you for  
your  
attention!*

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