

## **Housekeeping— important points**

1. "Daily and Weekly Tidying Up" should be included as one of the procedures to ensure that housekeeping is properly maintained on site. The 5S programme and/or other management tools should be adopted to assist in the implementation of good housekeeping.
  - 1.1 Tidying up at the end of each working day helps maintain a safe work environment for workers returning the next day. After finishing work, all workers should under the supervision of contractor's foreman take action to ensure their work area is tidy—including proper disposal of waste, sorting out any unused materials for future use, replacing tools in designated areas and keeping passageways clear.
  - 1.2 In addition to daily housekeeping, weekly tidying up should also be conducted by all workers of contractors and subcontractors under the contractor's foremen, on the last working day of each week similarly.
  - 1.3 Contractors should determine the location and storage methods for materials, equipment and tools. They should also set aside storage stations for waste—providing suitable containers for different wastes.
2. Rewards should be given to those workers who have worked hard to keep their area as clean and organised as possible.
3. All entrances, passages and stairs should be kept clear at all times.
4. Appropriate steps should be taken to ensure no timber or other material with projecting nails/sharp objects are left on the site.
5. Materials and equipment should be stacked and stored safely.
6. Regular workplace inspections should also cover housekeeping points.
7. Warnings should be posted and appropriate measures taken to prevent the general public from entering work areas.
8. Adequate lighting should be provided, where necessary, to ensure workers'

safety.