

# NBSIA Member Services Safety Bulletin

March 2012

## HOUSE KEEPING FOR SAFETY



Organize your work spaces and shops for efficiency and effectiveness. Identify, label and store tools and equipment in designated locations. Maintain the area and the equipment, and uphold the new system of organization.

**HOUSEKEEPING IS MAINTAINED,  
NOT ACHIEVED—WE CAN'T  
PUT A WORK AREA IN ORDER  
AND THEN FORGET ABOUT IT**

### Sort

- Eliminate unnecessary tools, parts, and instructions
- Keep only *essential* items and *eliminate* what is not required
- Everything else is stored or discarded
- Results are fewer hazards and less clutter to interfere with productive work

### Straighten Out

- Focus on creating an orderly workplace— a place for everything and everything in its place
- Tools and equipment should be arranged in a way that promotes efficient work flow, with equipment used most often being the most easily accessible



### Sweeping

- Clean the workspace and all equipment, and *keep* it clean and organized
- At the end of each shift, clean the work area and be sure everything is restored to its place
- Spills, leaks, and other messes will then become a visual signal for immediate attention
- Maintaining cleanliness is a part of daily work— not an occasional task when things get too messy

### Standardize

- Work practices should be consistent and standardized
- All employees doing the same job should have access to the same tools and use the same work processes.
- Operating in a consistent and standardized fashion lets everyone know exactly what his or her responsibilities are
- Consistent work practices result in a lower risk of injury



**REMEMBER:  
YOUR  
MOTHER  
DOESN'T  
WORK  
HERE—  
CLEAN UP  
AFTER  
YOURSELF!**

### Sustain the Practice

- Maintain and review standards regularly
- Maintain focus on this new way of operating and do not allow a gradual decline back to the old ways
- Continue thinking about further improvements—be open to suggestions from employees

It is important to have a continuous education about maintaining standards. When there are changes such as new equipment, new products, new work rules or new employees, it is essential to make changes in the standards and provide timely training.

### Contact Us

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