

Housekeeping

Why should you keep your area neat and clean?

- To have a healthy and safe workplace that you can be proud of.
- An untidy workplace creates safety hazards. If parts, equipment and material are not stored properly you could trip over them and injure yourself.
- An untidy workplace makes it difficult to find tools, parts or equipment. You will waste time looking for the things you need to do your job properly. If you cannot find the correct tool, you might use a tool that is not suited for the job. This can waste time and can result in injury.
- Equipment gets old. After equipment is used for several years it may not work properly. Cleaning equipment helps keep it new and in good working order. Cleaning also highlights parts which need replacement or repair. The machine can then be fixed before it breaks.
- Visitors to our premises will get a good impression of the company when they see a neat, tidy and efficient workplace.
- In an untidy environment it is easier to damage good product.

How to keep your area clean & safe?

- Throw any rubbish or waste material away
- Empty any bins which are full
- Pack products / equipment / tools you have not used away till needed. Make sure they cannot fall over or are in the path of a walkway.
- Ensure any stacking / storing are safe & without any risks
- Tidy up your work area each day BEFORE leaving or when done with that specific task
- Do not keep unnecessary items
- Don't store items on top of cupboards, these can fall if bumped.

Ergonomics and Safety

Ergonomics can be defined as “fitting the workplace to the worker”. Musculoskeletal disorders (MSDs), also known as strains and sprains, occur when the demands of the job exceed the capabilities of the person doing the job.

The four main ergonomic hazard factors are force, posture, repetition and duration:

1. Force is generated by muscles to lift, lower, push, pull or hold objects. When the amount of force required for a job or task is more than the muscles can handle, there is the risk of injury.
2. Posture is the position of the different parts of the body relative to one another. The more extreme, awkward or unnatural the posture, the greater the risk of injury to the muscles, ligaments, tendons and nerves.
3. Repetition is the number of times an action or body motion is performed over a given time period. Jobs that require repetitive motion increase the stress to the muscles and tendons because of fatigue and wear-and-tear.
4. Duration is the length of time an activity or movement is performed, a posture is held or a worker is exposed to other ergonomic hazards such as force or repetition. Even though a movement or activity may be fairly comfortable, the duration of the task over a long period can lead to injury.

Other ergonomic hazard factors include contact stress, vibration, temperature, work organization and work methods

Controls and ergonomics

Three different areas of control are:

1. Engineering controls (providing new tools or equipment to reduce the demands)
2. Administrative controls (job rotation through several jobs with different physical demands to reduce the stress on joints, ligaments and muscles)
3. Personal protective equipment (for example, shock-absorbing insoles).

Workers need to be involved in addressing ergonomic issues, because they understand the job process. The involvement of all related workplace parties in the development of controls will improve the potential of success of any controls.

