

GOOD HOUSEKEEPING

What is housekeeping?

- Good housekeeping means having no unnecessary items about and keeping all necessary items in their proper places.
- "A place for everything and everything in its place."
- Management and maintenance of the property and equipment of an institution or organization.



"A place for everything and everything in its place."

Why good housekeeping?

Good housekeeping promotes

- Quality.
- Safety.
- Productivity.
- Clean Environment.



Effects of good housekeeping

- Eliminates accident and fire causes.
- Provides the best use of space.
- Keeps inventory of materials to a minimum.
- Helps control property damage.
- Guarantees a good workplace appearance.
- Reduces the amount of cleanup.

Housekeeping is safe-keeping at work

- Good Housekeeping is the foundation for a safer workplace.
- Housekeeping in any organization is the cornerstone of efficiency and the maintenance of operating standards. If you are going to increase safety levels, first of all, improve housekeeping.
- A messy working environment contributes to unsafe work practices, undesirable incidents and ultimately, workplace accidents.
- A tidy workplace reduces the opportunity for accidents, incidence and prevents wasted energy.



How does good housekeeping improve safety?

- By removing tripping hazards.
- By removing roadway surface obstructions for mobile equipment.
- By removing fire or explosion hazards.
- By setting a good example.
- By improving visibility to identify hazards.
- By reducing material re-handling and minimizing the risk of injuries from people bending over to pick up and move materials and debris. If you don't store or throw it on the ground or floor, you don't have to pick it up.

Signs of poor housekeeping

- Poorly arranged work areas.
- Untidy or dangerous storage of materials.
- Dusty, dirty floors and work surfaces.
- Items that are in excess or no longer needed.
- Tools and equipment left in work areas instead of being returned to proper storage places.
- Broken containers and damaged materials.
- Overflowing waste bins and containers.
- Spills and leaks.

Methods of Improving housekeeping

- Keep work areas clean.
- Keep exits and entrances clear.
- Keep floors clean, dry and in good condition.
- Stack and store items safely.
- Store all work materials in approved, clearly labelled containers in designated storage areas only.
- Use proper waste containers.
- Keep sprinklers, fire alarms and fire extinguishers clear.
- Clean up spills and leaks of any type quickly and properly.
- Fix or report broken or damaged tools, equipment, etc.
- Keep lighting sources clean and clear.
- Follow maintenance requirements.



**Can You Spot The
EMERGENCY EXIT**

Let's hope you don't
need to use it....

Keeping Manual Australia

Lauren Gardner



Keeping Manual Australia:

The Australian Beekeeping Manual Robert Owen, 2015-10-01 The book is aimed at both the novice and experienced beekeeper in Australia and explains in detail the steps required to manage colonies of bees Supported by over 350 photographs and drawings each action to be performed is explained in detail with photographs showing the steps as well as the final result Many potential beekeepers are unclear about the equipment they need to buy and how to obtain their first colony of bees The first chapters in the book explain in detail the equipment needed as well as equipment that may be useful later on as their confidence and experience grows The chapter Your First Bees explains how to obtain bees where to locate them in the garden and the basics of colony management In addition to chapters on keeping bees there are detailed chapters on the life cycle of the honey bee extracting honey the bee friendly garden entering honey in competitions native bees and rearing queens The result is a comprehensive manual that includes material not available in other Australian North American or European books and is the ultimate Australian reference source

The Cambridge Guide to Australian English Usage Pam Peters, 2007-04-26 The Cambridge Guide to Australian English Usage is an up to date evidence based account of the variable points in Australian usage and style in alphabetical format Its description of Australian English uses a wealth of primary sources linguistic corpora the internet public surveys of usage conducted through Australian Style as well as the latest editions of English dictionaries style manuals and grammars With all this input the Cambridge Guide to Australian English Usage provides in depth coverage of the currency of alternative usages in spelling punctuation and word choice in Australia while showing the influence of British and American English here as well This book is designed for everyone who writes and edits documents and non fiction texts for print or electronic delivery Tertiary students and staff will get plenty of help from it as well as professional editors who work with manuscripts of many different authors and commissions from multiple publishers

Australian Taxation Study Manual , [Grassfinches in Australia](#) Mark Shephard OAM, Anthony Pridham, Joseph M Forshaw, 2012-08-09 It is not surprising that Australian grassfinches are highly popular with ornithologists and aviculturists for included among the species are one of the most beautiful of all birds the Gouldian Finch *Erythrura gouldiae* and one of the most familiar cagebirds the Zebra Finch *Taeniopygia guttata* Despite a scarcity in published works on finches interest in the species is growing leading to a dramatic advancement in our knowledge of many species For example we have gained new information from field observations carried out on little known species including the Blue faced Parrot Finch *Erythrura trichroa* and the Red eared Firetail *Stagonopleura oculata* Significant advances in taxonomic research largely as a consequence of the development and refinement of biochemical analyses often involving DNA DNA hybridisation have given us a new insight into relationships among species with some unexpected alliances being determined Additionally dramatic changes have taken place in avicultural practices and in virtually all countries aviculture has taken on a new professional approach with the most notable results being increased productivity and success with a wider variety of species

After a lapse of almost half a century since publication of Klaus Immelmann's eminent work on finches based on extensive field studies the time has come for a new examination of Australian grassfinches. In *Grassfinches in Australia* Joseph Forshaw, Mark Shephard and Anthony Pridham have summarised our present knowledge of each species and have given readers a visual appreciation of the birds in their natural habitats and in aviculture. The resulting combination of superb artwork and scientifically accurate text ensures that this volume will become the standard reference work on Australian grassfinches. In addition to enabling aviculturists to know more about these finches in the wild as a guide to their own husbandry techniques, detailed information on current management practices for all species in captivity is provided. The book also includes colour plates depicting some of the more common mutations held in Australian and overseas collections.

A Guide to Crickets of Australia David Rentz, You Ning Su, 2019-06-01 Cricket song is a sound of the Australian bush. Even in cities the rasping calls signify Australia's remarkable cricket biodiversity. Crickets are notable for a variety of reasons. When their population booms, some of these species become agricultural pests and destroy crop pastures. Some introduced species are of biosecurity concern. Other crickets are important food sources for native birds, reptiles and mammals as well as domestic pets. Soon you might even put them in your cake or stir fry as there is a rapidly growing industry for cricket products for human consumption. Featuring keys, distribution maps, illustrations and detailed colour photographs from CSIRO's Australian National Insect Collection, *A Guide to Crickets of Australia* allows readers to reliably identify all 92 described genera and many species from the Grylloidea (true crickets) and Gryllotalpoidea (mole crickets and ant crickets) superfamilies. Not included are the Raspy Crickets (Gryllacrididae), King Crickets (Anostomatidae) or the so-called Pygmy Mole Crickets (Caelifera) which, despite their common names, are not related to true crickets. Natural history enthusiasts and professionals will find this an essential guide.

[The Aged in Australia](#) National Library of Australia, 1999

The Australian Emigrant's Manual; Or, A Guide to the Gold Colonies of New South Wales and Port Phillip John Dunmore Lang, 1852

The Australian Librarian's Manual David J. Jones, 1982

The South Australian Vinegrower's Manual George Sutherland, 1892

Pigeon-keeping for amateurs James C. Lyell, 1901

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