

MCLB ALBANY SAFETYGRAM

HOUSEKEEPING

On January 30, 2015, Colonel Donald J. Davis, Commanding Officer, MCLB Albany, approved reducing housekeeping hazards as a CY15 Command Safety Program Goal. We have the responsibility to continuously improve our program and assist our tenants in their VPP journey. We earned VPP Star site recognition; let's work hard to keep it.

Occupational Safety and Health Standards – Walking-Working Surfaces

29 CFR 1910.22 (a) "Housekeeping"

1910.22(a)(1)

All places of employment, passageways, storerooms, and service rooms shall be kept clean and orderly and in a sanitary condition.

1910.22(a)(2)

The floor of every workroom shall be maintained in a clean and, so far as possible, a dry condition. Where wet processes are used, drainage shall be maintained and false floors, platforms, mats, or other dry standing places should be provided where practicable.

Implementing **5S** is very effective in improving housekeeping. Good housekeeping enhances safety, instills a sense of pride and contributes to efficiency. **5S** training can be coordinated through the Risk Management Office. The Risk Management staff will consider housekeeping as an area of emphasis during **CY15** safety inspections for the command and tenant activities.

5S Explanation



Sort

When in doubt, move it out – Red Tag technique



Set in Order

A place for everything and everything in its place



Shine

Clean and inspect or inspect through cleaning



Standardize

Make up the rules, follow and enforce them



Sustain

Part of daily work and it becomes a habit



Risk Management 639-5249
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