

# MCLB ALBANY SAFETYGRAM

## A CLEAN SWEEP: LEADERSHIP IN WORKPLACE HOUSEKEEPING

Good housekeeping is more than keeping things neat – it's a leadership responsibility that directly impacts safety, efficiency, and morale. Using the 5S framework helps leaders set clear expectations and create workspaces where hazards are reduced and productivity improves. When leaders model these behaviors, teams follow.

### 1 SORT

Take a look around your workspace and help your team remove what they don't need. If it's broken, outdated, or hasn't been used in months, it's probably clutter. Leaders should set the tone by keeping only what supports the mission.

### 2 SET IN ORDER

Make it easy for people to find what they need and put it back when they're done. Clearly labeled storage, designated locations, and logical layouts reduce wasted time and frustration. If a new employee can't figure out where something belongs, it's time to improve the setup.

### 3 SHINE

Clean spaces are safer spaces. Encourage routine cleaning and inspections, not just when visitors are coming through. Leaders should model this by addressing spills, debris, and hazards immediately instead of stepping over them.

### 4 STANDARDIZE

Consistency keeps housekeeping from becoming a one-time event. Establish simple expectations like daily end-of-shift cleanups or weekly checks. When everyone follows the same routine, it prevents confusion and keeps standards from slipping.

### 5 SUSTAIN

The real challenge is keeping improvements in place. Recognize those who maintain high standards and correct issues early. Leaders should reinforce that housekeeping isn't extra work – it's part of how we protect people, equipment, and productivity.

Housekeeping reflects leadership. When leaders prioritize order and cleanliness, they send a clear message: safety and professionalism matter here. Small daily actions prevent injuries, protect equipment, and keep our operations running smoothly.

For more pro tips on leadership and housekeeping visit [www.nsc.org](http://www.nsc.org)



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