

HOUSEKEEPING POLICY

Housekeeping is an important element of every health and safety. Most poor housekeeping generally has poor safety results, while with superior housekeeping typically have few injuries.

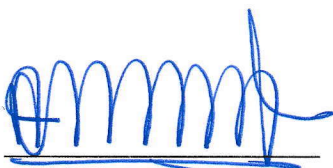
Many injuries and property damage losses stem from fires caused by poor housekeeping practices and improper storage of flammable materials. The best protection against these hazards is good housekeeping.

Material that stored properly with adequate space or clearance to move or work through or within storage area, accident can be avoided. Tripping hazards can be avoided with some planning. Aside from the accident prevention, a good housekeeping means good performance.

The following below are housekeeping procedure to apply:

1. **Keep all work and storage areas clean, neat and orderly.**
2. **Keep all stairways, passageways, exits and access ways to buildings free from obstructions.**
3. **Piling materials for storage, make sure the base is firm and level. Keep piles level and do not stack piles too high.**
4. **Do not let any materials and supplies that are no longer needed accumulate. If is not needed, then dispose it immediately.**
5. **Return tools and equipment to their proper place when not in use.**
6. **Store away sharp or pointed articles to keep co-workers from meeting with the sharp edges.**
7. **Keep electrical equipment properly maintained and free from dirt.**
8. **Observe all safety warning signs.**

Maintaining good housekeeping is very important in our workplaces for accident prevention and minimizing the severity and consequences of accidents.



HJ MUSA BIN HJ ADININ
MANAGING DIRECTOR



August 2022