

Introduction ■■■■■■■■■■

There are potential hazards in office work, such as slipping, stumbling, striking against or struck by objects. They are directly attributable to poor housekeeping. Good housekeeping can reduce workplace accidents and save costs, enhance morale of employees and help increase work efficiency and productivity.

Good housekeeping is a shared responsibility of both employers and employees. While employers have to provide the facilities, resources and support to set up a clean, tidy, safe and healthy workplace, employees should co-operate with employers and follow established practices and procedures. The following are some good housekeeping practices: -

Working Environment — an organized, neat and tidy workplace makes working comfortable and prevents slips, trips and falls

- Provide workstations of ergonomical design
- Provide and maintain adequate lighting and ventilation
- Maintain floor in a non-slippery, even and clean state
- Maintain carpets and flooring in good conditions to prevent stumbling
- Keep passageways clear of obstruction



Fire escapes — maintain properly to save lives

- Keep exits unlocked and escape routes unobstructed
- Install illuminated exit signs
- Indicate fire escape routes



Fire-fighting equipment — maintain properly to stop fire

- Keep fire extinguishers, hoses and sprinklers unobstructed
- Maintain fire-fighting equipment in good and efficient condition



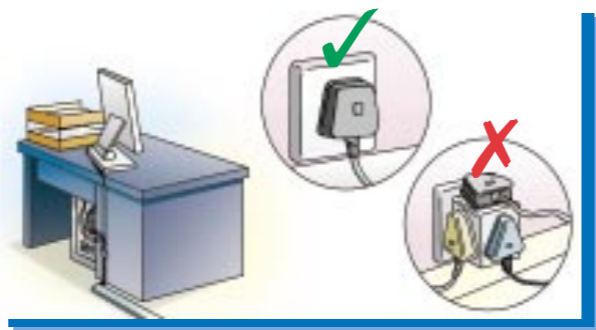
Storage of materials — organized storage improves work efficiency and helps prevent manual handling accidents

- Provide sufficient storage space, racks and cabinets
- Store materials properly to make manual handling of the materials easy and safe
- Remove obsolete and discarded materials from the workplace regularly
- Store chemicals and inflammable substances properly
- Keep desktops clean and tidy
- Close doors and drawers right after use



Electrical appliances — maintain and use properly to prevent electrical hazards

- Avoid overloading electric sockets
- Install electric wirings properly and do not leave loose cords across passageways



Equipment, tools and furniture — maintain and use properly to prevent accidents

- Maintain equipment, tools and furniture in good working condition
- Place and store equipment and tools properly after use
- Identify and remove defective equipment, tools and furniture promptly
- Label glass doors to prevent accidental bumping



Legislation

The Occupational Safety and Health Ordinance and its subsidiary regulations are legislation regulating the safety and health at work in office. The legislation stipulates the duties of both employers and employees in the maintenance of a safe and healthy workplace.

Other publications

Other publications relevant to occupational safety and health in office published by the Labour Department are:

- A Brief Guide to the Occupational Safety and Health Ordinance
- A Brief Guide to the Occupational Safety and Health Regulation
- A Simple Guide to Health Risk Assessment (Office Environment Series) - Introduction and Housekeeping
- A Simple Guide to Health Risk Assessment (Office Environment Series) - Lighting in Offices
- A Simple Guide to Health Risk Assessment (Office Environment Series) - Ventilation
- A Simple Guide to Health Risk Assessment (Office Environment Series) - Office Workstation Design

These publications can be obtained free of charge from offices of the Occupational Safety and Health Branch, Labour Department.

Further information

Further information on occupational safety and health can be found in website of the Labour Department at <http://www.info.gov.hk/labour>. For enquiry on occupational safety and health matters, please contact us at telephone number 2559 2297.



Housekeeping in Office

