

JOB ROLE –STORE KEEPER

Sector – Apparel, Made-Ups and Home Furnishing

(Qualification Pack Code: AMH/Q0501)

Class XI

PSS Central Institute of Vocational Education
Shyamla Hills, Bhopal – 462013 , Madhya Pradesh, India



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Unit 4 : MAINTAINING A CLEAN AND HAZARD FREE WORKING AREA

Session 5: Personal Hygiene and Health

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Session Objectives

The students will be able to:

- Gain knowledge of personal hygiene, Safe working practices and good housekeeping.
- Explain about personal hygiene, safety measures, importance of housekeeping practices and hazards of poor housekeeping practices.

INTRODUCTION TO PERSONAL HYGIENE & HEALTH

Personal hygiene refers to all those habits and practices which help in maintaining good health and keeping illness away.

It saves us from illnesses and ensures good health. Other benefits include:

Neat and tidy appearance

Improved stamina & efficiency

Boosts self confidence

Acceptance

Lesser leaves & absenteeism

PERSONAL HYGIENE, TAKING CARE OF BODY, FOOD HABITS

- Unsatisfactory quality and quantity of drinking water, lack of sanitation and hygiene can cause a number of illnesses.
- The diseases caused by poor sanitation and hygiene are not communicable.
- The prevention of diseases related to water, sanitation, hygiene is possible with the institution of simple control measures at the factory level.

Ensuring personal hygiene and care of body

Hand wash- Poor hand hygiene increase the vulnerability of store department to bacteria and potential transfer or introduction of microbes such as viruses and fungus. Hence it is important to wash hands frequently



Protective gear- Clean uniforms/ Protective clothes during working in the area along with cap, eye glass, face mask and footwear that adequately covers feet to protect products from human particles such as skin flakes or hairs should be worn.

SAFE WORKING PRACTICES AND ORGANIZATIONAL PROCEDURES

- Every organization's safety measures include proper training of machine operators, which is essential throughout the production line and across the workplace.
- Safety devices are used to check that machine setting is correct and to stop machinery in an emergency.

Safe working Practices & Procedures

- Organization procedures should be followed with respect to security, materials handling and accidents.
- Comply with health and safety regulations and procedures in case of fire, chemical hazards, bio-hazards, etc.
- Maintain distance between moving machinery and stay within designated areas.

- Maintain a clean, neat and orderly working area
- Safety measures: Ventilation to remove vapors from heat sealers.
- Safety guards and protective clothing, gloves and footwear should be worn.
- Displaying educational posters is a powerful way to educate workers. Posters on lifting postures, proper mask wearing, and reproductive health should be used.

Safety Measures

- ✓ Workers should use and maintain personal protective equipment as instructed.
- ✓ They should also carry out their activities in line with approved guidelines and procedures.
- ✓ Maintain a healthy lifestyle and guard against dependency on intoxicants.
- ✓ Identify and correct if possible malfunctions in machinery and equipment.

- ✓ Store materials and equipment in line with manufacturer's and organizational requirements, safely handle and move waste.
- ✓ Seek clarifications, from supervisors or other authorized personnel in case of perceived risks.
- ✓ Monitor the workplace and work processes for potential risks and threats.

- ✓ Report hazards and potential risks/ threats to supervisors or other authorized personnel.
- ✓ Undertake first aid, fire-fighting and emergency response training, if asked to do so.
- ✓ Take action, based on instructions in the event of fire, emergencies or accidents.
- ✓ Follow organization procedures for shutdown and evacuation when required.

- ✓ Environmental hygiene should not be neglected.
- ✓ **Hazard Controls** –
 - a. Sharp Objects – Store keeper should not handle broken sharp objects or broken glass by hand.
 - b. While disinfecting contaminated areas or equipment, protective gear should be worn.
 - c. If work surfaces or equipment have come in contact with blood or other body fluids, these surfaces should be cleaned and disinfected immediately.

- ✓ Use only lint free sterile sponges and mops for cleaning and disinfection in the sterile area.
- ✓ Spray and wipe the exposed surface of all equipment and glass panels using sterile solutions.
- ✓ Mop up any liquid or material spilled using sponge wet with the sterile disinfectant solution.

GOOD HOUSEKEEPING PRACTICES

- Good housekeeping involves every phase of industrial operations and should apply throughout the entire premises, indoors and out.
- A clean, orderly and attractive environment encourages tidy work habits in employees and also boosts their efficiency.



Poor housekeeping leads to a sense of chaos, accidents and also gives rise to:

- Excessive material, waste or chips in the working area.
- Congested aisles.
- Tools left on machines.
- overflowing waste bins.
- Lockers and workrooms in disorder.
- Chemicals and Acids in open containers.
- Broken glass.
- Electric leads or air lines across aisles.
- Unclean light fittings, windows and skylights.
- Accumulated piles of paper and other packing materials .
- infestation by pests such as rodents and cockroaches.

Some good house-keeping practices

- Regular cleaning and maintenance
- Repair and check of all electrical switches, wiring and supply
- Aisles should be kept clean and marked
- Floors and walls should be clean
- Well-maintained amenities
- Waste removal
- Clean the windows
- Maintain the light fittings
- Ventilation
- Fully functional first aid gear
- Inspect fire control equipment

Benefits of good housekeeping practices



Hazards of poor housekeeping practices

Untidy and unsafe premises.

Accidents, Fire Hazards, Chemical and oil spillage.

Dusty walls & windows, slippery floors & handles, Jammed doors & knobs.

Unkempt, smelly washrooms and change rooms etc.

Tripping over loose objects on floors, stairs and platforms, being hit by falling objects, slipping on greasy, wet or dirty surfaces.

Striking against projecting, poorly stacked items or misplaced material.

Cutting, puncturing, or tearing the skin of hands or other parts of the body on projecting nails, wire or steel.

All this has a direct bearing on the efficiency and productivity of employees and may bring down their morale.

Summary

In this session you have learnt about personal hygiene and health, safe working practices, benefits of good housekeeping practices and hazards of poor housekeeping practices .

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