

# JOB ROLE – HAND EMBROIDERER

Sector – Apparel, Made-Ups and Home Furnishing  
(Qualification Pack Code: AMH/Q 1001)



PSS Central Institute of Vocational Education Shyamla  
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# **UNIT 5: SAFETY, MAINTENANCE AND ORGANISATIONAL HAZARDS**

## **Session 2: Cleaning and Maintenance at Workplace**

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# Session Objectives

**The students will be able to:**

- Develop an understanding of maintenance at workplace
- Use appropriate equipment and effective cleaning methods
- Effectively maintain surfaces, light fixtures, tools and equipment etc.

# Introduction

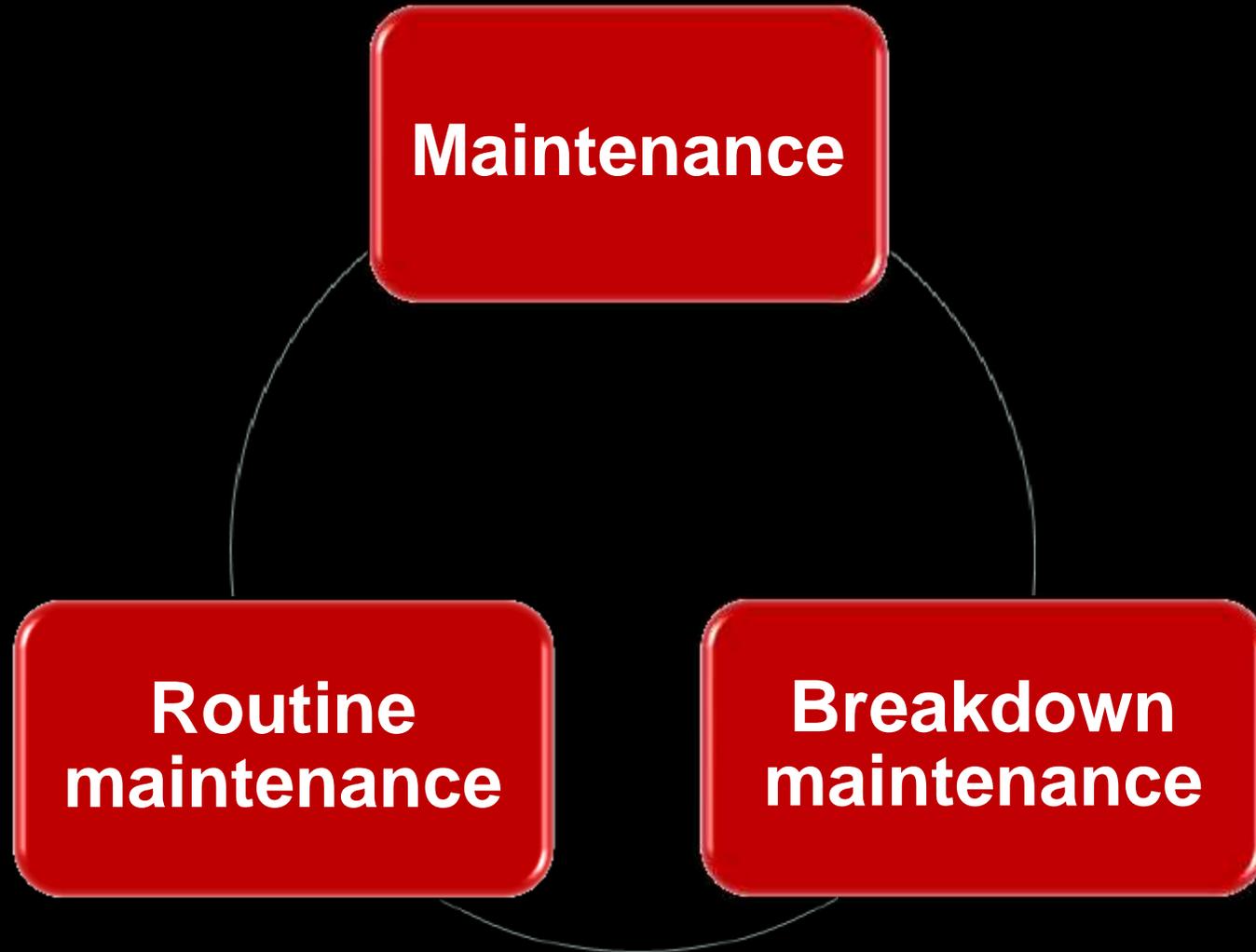
Cleaning and maintenance at workplace is very important. It includes keeping the workplace, its structures, furniture, equipment etc. in good condition. Employees should know the importance of cleaning and maintain tools and machines at workplace.

# Importance of Cleaning and Maintenance

## **Cleaning and maintenance at workplace:**

- includes keeping its environment, furniture, tools and equipment, machines and facilities in good and proper working condition.
- helps in maximum utilization of resources and in creating safe working conditions

# Types of Maintenance



# Routine Maintenance

## It is:

- usually planned in advance
- done at regular intervals
- scheduled inspections, repairs and replacement for smooth and proper working
- a type of preventive maintenance
- similar to our annual car service

# Breakdown Maintenance

## It is:

- corrective maintenance which is needed when breakdowns of machinery or equipment occur
- instant action plan is followed as per the type of breakdown to get things right and running again
- a record of all the procedures should be kept for future reference

# Making Work Areas Safe

- Keeping the workplace safe is of prime importance
- It includes restricted access to equipment
- Attaching clear warning cards or instructions to the machinery
- Reminding workers of the care needed to be taken for safe operation of machinery

# Elements of an Effective Cleaning Programme

Dust and dirt removal

Surfaces

Maintain light fixtures

Spill control

Tools and equipment

Waste disposal

Maintenance

Storage

# Dust and Dirt Removal

## **It involves:**

- using vacuum cleaners for cleaning walls, ceilings, ledges, machinery and other places
- manual cleaning of shelves, piping, conduits, light fixtures, reflectors, windows, lockers etc.
- daily cleaning of washrooms with a regular and good supply of clean water, soap, towels and disinfectants

# Surfaces

## Floors

- Ensure regular cleaning
- Cleaning of oily substance and liquids to avoid accidents
- Anti-slip flooring at the entrance and corridors

# Walls

- Light-coloured walls create an illusion of wide and broad spaces
- Dark- coloured walls absorb the light
- Dirty walls create an illusion of darkness

# Aisles and Stairways

- Aisles and stairways should be kept clear and clean
- Placement of warning signs and mirrors to improve sight lines in blind corners
- Corridors and aisles should be wide enough to avoid crowd or any rush

# Light Fixtures

- Dirty light fixtures reduce the required light levels
- Clean light fixtures improve lighting efficiency conveniently
- So regular cleaning of light fixtures is required

# Spill Control

- Cleaning up spillage immediately
- Using drip pans and guards wherever there is a possibility of spillage
- Using absorbent materials to wipe away greasy, oily and other liquid spills

# Tools and Equipment

- Suitable fixtures with marked locations for storage of tools
- Keeping tools immediately at their designated places to minimise their loss or misplacement
- Regular inspection, repair and cleaning of tools

# Waste Disposal

- Regular collection and sorting of waste
- Putting scrap containers near the places where waste is produced
- Making waste disposal orderly and easy
- Clearly labeling all waste collection bins

# Storage

- Large and categorised storage areas for stock, wastage and recyclable material
- Storing materials away from the frequently visited sites, exits, aisles, stairs etc.
- Storage of materials should meet all specified requirements in the jurisdiction

# Benefits of Clean Environment

## **A clean environment:**

- has a positive effect on employees
- ensures healthy employees and in turn fewer sick leaves
- preserves assets over long term
- projects a good image of the organisation

# Summary

In this session, you have learnt about the cleaning and maintenance at workplace, routine and breakdown maintenance, elements of an effective cleaning programme and benefits of a clean environment.

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