



Instruction Sheet	Learning Guide #
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This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics –

- Storing or disposing materials.
- cleaning, maintaining and storing tools and equipment
- Maintaining clean and safe work site while completing cleaning activities.
- Reporting work outcomes

This guide will also assist you to attain the learning outcome stated in the cover page.

Specifically, upon completion of this Learning Guide, **you will be able to –**

- Store or dispose materials according to supervisors' instructions
- Clean, maintain and store tools and equipment according to manufacturers' specifications and supervisors' instructions.
- Maintain clean and safe work site while completing cleaning activities.
- Report work outcomes to supervisors

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information “Sheet 1, Sheet 2, Sheet 3 and Sheet 4”.
4. Accomplish the “Self-check 1, Self-check t 2, Self-check 3 and Self-check 4” in page -6, 9, 12 and 14 respectively.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1, Operation Sheet 2 and Operation Sheet 3 ” in page -15.
6. Do the “LAP test” in page – 16 (if you are ready).



Information Sheet- 1	Storing or disposing materials.
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1. Storage

Storage is defined as holding hazardous **waste** for a temporary period, at the end of which the hazardous **waste** is treated, **disposed** of, or **stored** elsewhere

1.1 General Requirements for Storage of Materials

Store materials in a planned and orderly manner that does not endanger employee safety. Ensure stacks, tiers, and piles are stable and stacked to aid safe handling and loading. Store hazardous materials in accordance with the individual requirements.

Storage Requirements

When storing hazardous waste or recyclables, containers must be:

- In good condition and not leaking
- Protected from the weather
- Compatible with the materials they are storing to avoid corrosion or chemical reactions that could result in fire
- Kept closed except when adding waste
- Not opened, handled or stored in ways that could cause leaks or ruptures
- Clearly marked and labelled to identify what is being stored

In addition, the following requirements and precautions should be taken:

- Clean up any spills immediately
- Do not store incompatible wastes together
- Have in place secondary containment for liquid hazardous waste/recyclables
- Use separate containers and appropriate barriers between different wastes to prevent contact in the event of a release
- Inspect waste and recyclables in storage weekly and note any deterioration or corrosion in an inspection log



1. Materials Storage

- In buildings under construction, materials must not be placed within 6 feet of a hoist way or floor opening.
- Use personal fall arrest equipment when working on stored material in silos, hoppers, tanks, and similar storage areas.
- No compatible materials shall be segregated in storage.
- Materials shall not be stored on scaffolds or runways except for immediate operations.
- Stack bricks in a manner that will keep them from falling.
- Do not stack more than 7 feet high.
- Taper back a loose brick stack after it is 4 feet high.
- When masonry blocks are stacked higher than 6 feet.
 - The stack should be tapered back one-half block per tier above the 6-foot level.

Housekeeping

- Storage areas must be kept free from accumulation of materials that create hazards from:
 - Tripping
 - Fire
 - Explosion
 - Pest harborage

Disposal of Waste Materials

- An enclosed chute must be used when dropping material more than 20 feet outside of a building.
- When debris is dropped through holes in floors without the use of chutes:
 - Area must be enclosed with barricades
 - Warning signs must be posted at each level
- All scrap lumber, waste material, and rubbish must be removed from the immediate work area as work progresses.



Information Sheet- 2

Clean, maintain and store tools and equipment

2. Cleaning the tools regularly is essential to their proper functioning and store **equipment** properly for us to avoid bacteria from penetrating or accidents. **Cleaning** and sanitizing the **equipment** is essential because it helps us to be more secured, far from bacteria and other causes of illnesses

2.1 How do you maintain cleaning equipment?

2.1.1 Properly Maintaining Your Cleaning Tools

- Basics. Clean brooms, brushes and mops after that day's use.
- Brooms. Comb out broom fibers regularly to remove any debris.
- Storage. Always use a holder to keep brooms stored off the floor or store with the bristles upright. ...
- Cotton Mops. After each use, rinse cotton mops in hot water and white vinegar.

2.2 Cleaning tools and equipment before storing

It **important** to **clean**, sanitize and store **equipment** properly for us to avoid bacteria from penetrating or accidents. **Cleaning** and sanitizing the **equipment** is essential because it helps us to be more secured, far from bacteria and other causes of illnesses

2.3 What are the correct maintenance of tools and equipment?

Construction regulations require inspections of vehicles, **tools**, machines and **equipment** before use. Preventive **maintenance** is the systematic care and protection of **tools**, **equipment**, machines and vehicles in order to keep them in a safe, usable condition, limit downtime and extend productivity.

2.3.1 Tools and equipment maintenance

Steps

1. Clean your tools. Cleaning the tools regularly is essential to their proper functioning.
2. Protect electrical cords. Airlines and electrical cords are prone to heavy damage since they are generally in the way of construction vehicles, and foot traffic.



3. Lubricate tools.
4. Inspect tools regularly.

Step of to store tools & equipment

Step 1

Delegate a portion of your garage, shed or basement closet as a place to store tools. Clean out the junk and clutter and make a space only for tools. Figure out how much space is needed for the amount of tools you have. Sweep away cobwebs, dirt and other foreign matter. Get a shelving unit and store chemicals, liquids and paint substances out of the reach of children and pets.

Step 2

Find the parts. Locate cords, bits, nails and screws and organize them. Allocate plastic bins to store smaller household tools. If you have a large tool collection, organize by type for easy location. Keep the parts for each specific tool close by.

Step 3

Clean out dirt and debris from tools. Oil power tools to lubricate moving parts. Repair loose handles and clean out oil or other fluids used to power the tool. Sharpen blades and replace worn out parts.

Step 4

Set up racks. Mount commercially available racks along the wall of your garage or storage area to hang garden tools, cords and other equipment. Screw racks into the wall with screws recommended by the manufacturer and a power drill. Wind long cords in a loop and hang from rack. Place tools on racks by the handle. Draw the outline of the tool with a permanent marker to identify its place, or use labels to mark the location.

Step 5

Create a library. For tools and appliances that have various functions, designate a library area or bin within the storage space for user manuals and warranty sheets. Store the booklets alphabetically and in a dry area. Type up a sheet listing all of the books to create simple table of contents.



Self-Check -2	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

- 1. Why is cleaning tools and equipment important before storing it? (2 points)
- 2. How to Store Tools & Equipment(4 points)

Note: Satisfactory rating – 2 and 4 above points Unsatisfactory - below 2 and 4 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____
Rating: _____

Name: _____

Date: _____

Short Answer Questions

**Information Sheet- 3****Maintaining clean and safe work site while completing cleaning activities.****3. Maintaining clean and safe work site while completing cleaning activities.**

Regular maintenance of equipment is an important and necessary activity. The term 'maintenance' covers many activities, including inspection, testing, measurement, replacement and adjustment, and is carried out in all sectors and workplaces. It has a vital role to play in reducing the risk associated with some workplace hazards and providing safer and healthier working conditions. Insufficient/inadequate maintenance can cause serious (and potentially deadly) accidents or health problems.

3.1 Ways to Maintain Cleanliness of your Workplace

Below are some of the steps you can take that will make your workplace the best place for you to focus and be productive?

- **Take out the trash daily**

A simple habit that you can start doing almost immediately is taking out the trash every day. If left alone, trash can pile up and germs and bacteria can breed. Aside from that, trash left to simmer indoors for long can gather odor.

This will make your office dirtier and, at the same time, it makes it a less healthy place to work in. All of the repercussions of a neglected trash bin can be circumvented by getting into the habit of taking your trash out daily.

You can do it either early in the morning when you first arrive in the office or you can do it right before you leave for home.

- **Stock up on cleaning products**

If you want people to accomplish a task well, then it is important that you give the tools and means that they need to be able to do so. With that said, always having cleaning products on stock is a great way of maintaining the cleanliness of your workplace.



The main cleaning supplies you should have are microfiber cloths, dustpan and broom or brush, a mop and a bucket, a vacuum cleaner, and your choice of detergent. These are the basic cleaning products you should always have on hand.

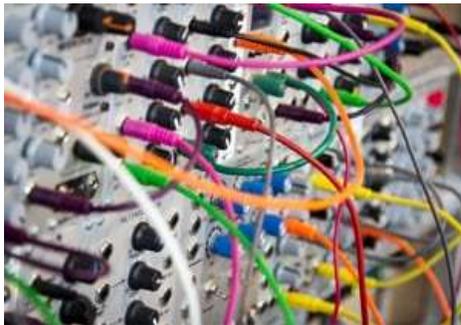
As long as you keep these in stock, then nobody should have any excuse not to clean up any messes or keep the place tidy.

- **Manage and organize cables**

One thing that a lot of people forget to take care of or simply don't know how to get started organizing is their cables. Unorganized cables can be hazardous if left in precarious places. And its lifespan is reduced if left tangled.

Aside from that, loose cables around the office can make general cleaning harder than it should be so managing cables should be something that everyone does in the office. There are multiple ways that you can do this.

There are cable organizers that help with wire management available for purchase online or in your electronics store. If you get everyone into the habit of organizing their cables, there is no going back.



- **Minimize clutter on desk**





People's desks are their work stations and where they will be doing a bulk of their workload. So, it makes sense that you keep this the most organized space possible in the office. With that said, a lot of people can be victims of convenience, keeping trash on the desk because bins are too far.

Make it easier by placing trash bins in key areas of the office. Aside from that, make sure that you encourage everyone to throw away their trash once the work day is over.

Plus, discourage them but don't force them to not place items unrelated to the work that they are doing as of the moment.

- **Schedule office cleaning**



Make sure that you regularly get your office cleaned by professionals. If you do it yourself, you may not be as thorough as when you get professional office cleaning services to do it for you.

When you get your office regularly cleaned, you won't have to spend as much money getting a deep cleaning. Plus, a deep cleaning can take multiple days depending on the severity of the office so you might not have the time for that.

However, even if you don't hire professionals, you can always schedule a day to clean the office so that everyone can have a sense of responsibility for their work environment.

- **Consider posting signs**

Signs that show how to wash hands thoroughly or even signs that indicate where trash bins are or where hand sanitizers are located are also a good idea.



Maintaining a clean office is a job meant for everyone in the workplace. Having the cooperation of everyone is key to not only having a clean place but also to keep it that way. With the ways listed above, you are able to keep a healthy and tidy workplace for both you and the employees. Initiative and developing clean habits is the key to maintaining the cleanliness of your workplace. When you keep your environment clean, you also make it happier and better suited for productivity.

3.2 Advantages to Maintaining a Clean Workplace

In fact, there are many 'hidden' advantages to maintaining a clean workspace:

- There's a direct correlation between a clean work environment and improved employee health. A clean environment can help reduce worker sick days.
- A regular cleaning program preserves and protects building assets such as carpets, floors, tile surfaces, equipment. It prevents excessive wear and extends lifespans.
- A sparkling workplace can be an excellent marketing tool, whether you're trying to impress prospective clients, lease space or sell the building.
- A clean, healthy building plays extremely well with occupants, creating a welcoming atmosphere, often subconsciously encouraging hard work and collective effort.
- The appearance is one of the major elements that separates one building from another and brings added value. ^L_{SEP}

Some experts say that the cleaning industry should be included under the umbrella of the healthcare industry since cleaning plays such a vital role in keeping people healthy and productive.

Summary

Maintain Cleanliness and Organization in the Workplace

- Assess Risks. Before you can improve workplace cleanliness, you must identify and prioritize areas of concern.
- Make Daily Cleanup a Routine Habit.



- Make It Easy For Employees to Be Clean.
- Make Hygiene a Priority.
- Choose Responsible Cleaning Products.
- Control Dust.

How do you maintain safe working areas?

You must:

- Provide clean floors and stairs, with effective drainage where necessary.
- Provide clean premises, furniture and fittings.
- Provide containers for waste materials.
- Remove dirt, refuse and trade waste regularly.
- Clear up spillages promptly.
- Keep internal walls or ceilings clean.



Information Sheet- 4	Reporting work outcomes
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4. Reporting work outcomes

- To inform somebody in authority about something that has happened.
- It can be:
 - ❖ Formal/informal
 - ✓ Verbal
 - ✓ Written

Reporting cleaning activities includes:

- ❖ Safety inspection reports
 - ❖ Checklists
 - ❖ Accidents and incidents reports
 - ❖ Any inherent hazards during cleaning
 - ❖ Emergencies
 - ✓ Chemical spill
 - ✓ Workplace injury
 - ❖ Reporting of near misses and dangerous occurrence
 - ❖ Used agents and chemicals in case of highly strong agent.
- ➡ Reporting can be daily, weekly, monthly, quarterly or yearly basis.



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