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# Course Syllabus:

## A-SAF-035 Housekeeping

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### Overview

Good housekeeping is the foundation of a safe, healthy, and productive workplace. To increase worker safety or maximize productivity, good housekeeping practices would need to be an essential component of any successful work environment.

Conversely, poor housekeeping practices can lead to accidents and injuries, production delays, and significant financial loss. For these reasons, it is necessary to prioritize good housekeeping practices in your workplace.

### Goals

The objectives of the AutoEHS® Web-Based Training Program on Portable Ladders are to:

- Familiarize you with proper workplace housekeeping procedures
- Outline a suggested housekeeping program for your workplace
- Understand the 5S workplace organization system
- Describe good housekeeping practices which, if properly implemented, would ensure workplace fire & life safety; and
- Outline requirements for good chemical management in the workplace.

### Lesson Topics

#### Module 1 – Introduction

- Course Objectives
- WBT Library
- Glossary
- Learning Assessment & Final Exam
- Additional Information

#### Module 2 – Benefits of Good Housekeeping

- Benefits
- Poor Housekeeping Procedures
- Housekeeping Program
- Proactive vs. Reactive
- Risks
- Summary

### Materials

Computer (PC, laptop)  
Internet Connection: High Speed

### Requirements

You should print and maintain a copy of this course syllabus and overview on file at your facility. It is recommended that you provide a copy of this document in the event of a regulatory agency (e.g., OSHA) inspection.

### Evaluation

Upon completion of the course of instruction, a comprehensive examination will be offered. In order to earn a Certificate of Completion, you must receive at least 80% on the exam. The exam is comprised of at least 10 questions, randomly selected from a database of questions and address each of the lesson topics covered in the course.

## Lesson Topics – cont'd

### Module 3 – Developing a Housekeeping Program

- Designing your Housekeeping Program
- Core Principles
- Preparation
- Written Objectives
- Written Procedures
- Responsibilities
- Employee Engagement
- Communication & Feedback
- Getting Results
- Measuring Results
- Continuous Improvement
- Flexibility
- Accountability
- Basic Housekeeping Tips
- Material Flow Plan & Workplace Layout
- Worker Training
- Checklist and Inspections Forms
- Summary

### Module 4 – 5-S

- History of 5-S
- 5-S Components
- Seiri (Sort)
- Seiton (Set in Order)
- Seiso (Shine)
- Shitsuke (Sustain)
- 5-S Benefits
- Seiketsu (Standardize)

### Conclusion

- Certification Test Code
- Final Exam Prep