
Overview

What this standard is about

This standard is about keeping the workplace clean and tidy and maintaining appropriate or required hygiene standards.

Who this standard is for

This standard is relevant to all operatives at every level in logistics operations. Operatives could, for example, be working in warehousing and storage, transport, or freight forwarding

SFLWS18 - H2CL 04

SfL18 Keep work areas clean

Performance criteria

- You must be able to:*
- P1 identify health, safety, and security requirements relating to the cleaning of **work areas**
 - P2 use suitable **protective clothing** and cleaning materials to clean and tidy the **work areas**
 - P3 carry out the correct cleaning procedures for the **work areas**
 - P4 clean and tidy the **work areas** thoroughly to maintain cleanliness and hygiene according to the organisation's requirements
 - P5 take suitable safety precautions to protect people in the **work areas** from **cleaning hazards** during cleaning procedures
 - P6 take care not to inconvenience other people in the **work areas** when cleaning
 - P7 dispose of any waste in accordance with operational procedures
 - P8 return unused consumables to the correct storage area, and follow replenishment procedures
 - P9 comply with personal health and hygiene standards in all work activities
 - P10 identify any problems relating to the cleaning of **work areas**, and take the appropriate action to deal with them
 - P11 record work according to organisational procedures
 - P12 comply with the organisation's procedures and all relevant **legal, safety and operating requirements** relating to keeping the workplace clean

SFLWS18 - H2CL 04

SfL18 Keep work areas clean

Knowledge and understanding

You need to know and understand:

- K1 types of health, safety, and security requirement for different **work areas**
- K2 procedures that are required for maintaining the cleanliness of different **work areas**
- K3 importance of keeping the workplace clean and tidy for health and safety purposes
- K4 safety precautions required when using different types of cleaning methods and materials
- K5 how to use cleaning materials, waste disposal equipment, and **protective clothing**
- K6 replenishment procedures
- K7 methods of waste disposal
- K8 standards of personal hygiene required for specific storage environments and activities
- K9 why maintaining cleanliness is important for hygiene
- K10 types of problem arising from cleaning different **work areas**
- K11 roles and responsibilities of different **colleagues**
- K12 the relevant **legal, safety and operating requirements** relating to keeping the workplace clean

Additional Information

Glossary

1. **Work areas:** offices, rooms, break areas, warehouse, shop floor, racking, aisles, gangways, corridors, toilets, washrooms, vehicles/equipment, loading unloading areas, inside/outside
2. **Protective clothing:** personal protection, commodity protection
3. **Cleaning hazards:** slippery floors, trip hazards, hazardous chemicals, tools/machinery
4. **Colleagues:** permanent, temporary, agency staff
5. **legal, safety and operating requirements** safety regulations, codes of practice, load restrictions, working time directive, transport regulations

SFLWS18 - H2CL 04

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Suite Warehousing and Storage

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