



EMPLOYEE TRAINING

**Basic Training on Health and Safety for
Housekeeping Team**

**Familiarising with Potential Challenges and
Practises to Mitigate**



Introducing to Health and Safety

- It focuses on educating the employees of New Steine Hotel.
- The goal of this presentation is to maintain a safe environment for the employees.
- It will cover the potential risks and their solutions that are exciting, utilising personal protection equipment, maintaining proper procedures and following guides to avoid hazards.



Identifying Potential Risks

- The loose carpets, wet floors, and cluttered pathways are responsible for slips and trips (Wong and Chan, 2020).
- The improper use and mixing of chemicals results in chemical exposure.
- Employees often face musculoskeletal injuries during cleaning tasks due to heavy lifting, repetitive motions, and awkward positions.
- The electrical hazards can negatively impact the environment for the employees and guests due to faulty wiring and overloaded outlets.



Best Practises

- It is required for regular checking of room and floor for correcting to reduce the slips and trips.
- Chemical exposure can be reduced by the proper management and dilution of chemicals in an isolated place and stored in separate areas.
- Musculoskeletal injuries can be mitigated by educating the staff on proper techniques and using equipment (Kuo et al., 2020).
- For the usage of electrical equipment, is required to be inspected and maintained regularly to safeguard the environment for the housekeeping team.



Precautions and Personal Protective Equipment

- The chemical exposure and slips or falls can be mitigated by the use of PPE such as gloves, non-slippery footwear, and face masks.
- Chemical exposure can be mitigated if the management and mixing of chemicals are in separate areas and maintained by the instructions of manufacturers (Rawal et al., 2020).
- Rubber gloves are required to avoid injuries like chemicals and electric hazards.
- Regularly checking electrical plugs and cords is necessary before and after the leaving of guests with proper protective actions.
- Wearing PPE is necessary when cleaning and maintaining the room services (Anichiti et al., 2021).



Procedures

- Firstly, before starting the cleaning process, gathering of required supplies and equipment is vital.
- Then, pointing out the risks and hazards by performing a room inspection (Nain, 2018).
- While cleaning with chemicals, it is required to ensure proper ventilation using ventilation fans or opening the windows.
- Finally, some cautious activities like using "wet floor" signs to prevent accidents regarding slipping and falling are necessary.
- For proper sanitisation, special attention is required to pay in high-touch areas (Ivanov et al., 2020).



Essential Equipment

- Tools like microfiber clothes are required for cleaning and dusting areas.
- For cleaning the floors, a mop and bucket are necessary.
- On the other hand, for removing dirt from hard floors and carpets, a vacuum cleaner is essential (Shin and Kang, 2020).
- Furthermore, to protect from chemicals and threats, rubber gloves are required.
- The risks of slipping on wet areas can be reduced by using non-slip footwear.



Strategies for hazard mitigation

- The hotel must use and provide necessary non-slip mats and footwear to the employees to avoid slips and falls. Warning signs such as “Wet Floor” is a must for wet areas (Ntounis et al., 2022).
- The cleaning chemicals and storage of chemicals must be separated from the food and beverages to reduce chemical exposure.
- It is required for employees to know chemical use especially the instructions of the manufacturer and the measurements for mixing for the cleaning staff.
- There should be the usage of trolleys or carts to move heavy items and the proper mechanical aids to carry them to avoid the risks of musculoskeletal injuries.
- The technical staff should be placed for regular checks of electrical cords and plugs and adjust the wiring systems.



Conclusion and Action Plan

- It outlines various topics like the potential risks, accomplishing favourable practices, maintaining procedures, reducing hazards etc.
- Regular training sessions are taken to implement these practices properly and to ensure the effectiveness of the training like efficient knowledge and skills gathering by all team members.
- Furthermore, feedback is appreciated for continuous improvement of health and safety measures.
- A collaborative environment in the housekeeping department can reduce further accidents and injuries and ensure safety (Rawal et al., 2020).



Reference

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