



## CONTINUOUS CLEANING AND RUBBISH CLASSIFICATION

One of the best ways to keep the workplace clean is continuous cleaning. This approach helps to reduce the time required to collect rubbish at the end of each shift while maintaining a clean workplace. It also makes it easier and less time consuming to classify rubbish and recycle and dispose of it appropriately.

### PROSPECTIVE USERS:

This practice requires the active participation by all workers. It can be applied to all kinds of factories.

### PROBLEM ADDRESSED

- Time consuming rubbish collection and sorting.
- Accumulation of rubbish.
- Dirty and disorderly workspace.
- Recyclable rubbish being thrown away rather than recycled.

### PROCESS

This practice involves getting all workers involved in cleaning the workplace and classifying different kinds of rubbish. Each worker is provided with appropriate waste bins for the disposal of different kinds of rubbish such as paper, fabric, steel, etc.

### Steps in implementation

1. Place waste baskets directly at the production line where rubbish is produced to save time and effort while ensuring a clean floor.
2. Empty and replace the waste baskets regularly to prevent overflow onto the floor.
3. Provide each worker with a waste basket to allow them to clean their individual workplace immediately.
4. Schedule cleaners to clean the workplace immediately after each short work shift.
5. Where there are different kinds of waste (e.g. fabric and paper waste), provide waste baskets of different colours and/or labels to allow workers to immediately classify the waste.
6. Supervisors should reinforce workers' efforts to ensure a clean workplace and rubbish classification.

## RESOURCES REQUIRED

- Different types and coloured waste bins.
- Training for supervisors and workers on how to classify rubbish appropriately.
- Workers' cooperation.
- Training of quality control staff.

## POSITIVE IMPACT

- Working spaces are always clean and orderly.
- Reduced time for cleaning.
- Easy to sort rubbish by types for recycling and easy disposal.
- Saves money by allowing easier recycling of waste.

## CHALLENGES AND PITFALLS

- Workers may feel they have more work to do.
- Difficulty in maintaining cleanliness and order unless efforts are ongoing.
- Additional inspection efforts.

## INDICATORS FOR MONITORING

- Rubbish baskets provided for all workers or working groups.
- Rubbish baskets for all rubbish-output points in the production line.
- Different baskets (by label or colour – preferred) for types of rubbish.
- Individual working spaces are cleaned after every working section.



### Further Information Available:

FIP References:

Module 1 – Workplace Cooperation

Module 2 – Quality

Module 3 – Productivity

Module 4 – Cleaner Production