

Department of Primary Industry

**AUSTRALIAN CODE OF PRACTICE
FOR DAIRY FACTORIES**

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Section D

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Section D— Housekeeping, maintenance of premises and industrial safety

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Section D— Housekeeping, maintenance of premises and industrial safety

Part I—Housekeeping

General

- D1.1 Housekeeping is broadly considered as "orderliness and tidiness", and maintenance as "keeping in efficient functional condition". Industrial safety is discussed only in terms of its importance to all concerned.

Responsibility of senior management

- D2.1 Good housekeeping should be initiated and supported by a formally prepared management policy. Such a policy should be:
- (a) clearly defined and positive in approach;
 - (b) disseminated to all staff; and
 - (c) integrated in company budgeting.

Implementation

- D3.1 In considering the housekeeping budget, the most difficult problem is assessing the benefits of good housekeeping as it is not a direct producer of goods. However, the following benefits, which are likely to vary widely between companies, will result from good housekeeping:
- (a) improved morale and efficiency;
 - (b) reduced risk of product contamination;
 - (c) goodwill resulting from visitors' favourable impressions; and
 - (d) improved industrial safety.
- D3.2 These and other benefits can be better assessed by visiting companies known to place a strong emphasis on housekeeping.
- D3.3 The budget should allow for:
- (a) *resources and materials* such as storage space and equipment; and
 - (b) *manpower and training* which can range from part of one person's time to that of several specialist operators.
- D3.4 The responsibility for carrying out housekeeping tasks should be clearly delegated. This includes making specific time allowances in job descriptions, etc.
- D3.5 Management should rigorously observe all general housekeeping instructions that have been issued.
- D3.6 Senior management should make a daily inspection of the plant and premises, the purpose of which is as much to be seen to inspect as actually to inspect.

- D3.7 Good housekeeping depends on good attitudes by management and staff. Management should monitor staff attitudes by encouraging feedback wherever possible. This will allow the housekeeping program to be improved as a result of suggestions from all levels. It is better to have a basic housekeeping program which is properly implemented by co-operative staff, than a "high powered" program poorly implemented by ill-informed and coerced staff.

Part II—Desirable features of a good housekeeping program

General objective

- D4.1 To ensure that the factory, including the exterior and vehicles, is in a condition which will enable good hygienic practices to be observed and will create in the minds of the general public or visitors a good image for its products.

Integration

- D5.1 The interdependence of company programs for housekeeping, maintenance, industrial safety, pest control and efficient work methods should be clearly recognised. All these activities will benefit by adequate integration.

Staff

- D6.1 In selecting staff for housekeeping-related duties it must be realised that individuals' natural aptitudes for this type of work vary widely. Orderly and tidy work methods, thoroughness and good powers of observation are important requirements. Selected staff should be accorded appropriate status and given adequate authority.

Training

- D7.1 Housekeeping should be a basic part of the induction training given to all staff at the time of employment. Even before they are accepted for employment, staff must be told that rigid rules relating to hygiene and housekeeping apply in the dairy industry. The reasons for these rules must be fully explained in terms of the sources and growth requirements of micro-organisms, product spoilage, transmission of pathogens, foreign matter contamination, and the serious consequences to the industry of such problems.

Equipment

- D8.1 "A place for everything and everything in its place" can only apply if the necessary "places" are provided in the form of suitable storage units or spaces in strategic locations.

Inspection

- D9.1 Inspection procedures and frequencies for major areas should be planned, and documented in a working manual setting objectives and guidelines appropriate to the operations performed in each.
- D9.2 Inspections should be reported, acted upon, and their effectiveness reviewed periodically. Occasional "outside" inspections are recommended; these can be undertaken by any suitable persons other than those normally responsible. Some companies use committees of employees of both sexes for this purpose.

Visitors

- D10.1 Exclusion of visitors is unrealistic and undesirable, although restrictions on age or group size may be necessary. Partitioned off viewing galleries or marked walkways should be provided. Visitors entering manufacturing areas must be given suitable protective clothing. Refer C9.6

Part III—Maintenance of buildings and equipment

General

- D11.1 Maintenance means, in broad terms, "keeping efficiently functional", and applies just as much to static items, such as the paint on walls, as it does to items more traditionally associated with the term, such as machinery. Maintenance also needs to be considered as a necessary part of industrial safety, quality assurance and housekeeping.

Responsibility of management

- D12.1 Management should recognise the importance of maintenance, determine and promulgate a clear policy for it, budget for it and monitor its effectiveness.

Desirable features of a maintenance program

- D13.1 The maintenance program should be supported with adequate funds. This should take into account the anticipated cost of all planned maintenance and allow for contingency maintenance.
- D13.2 Each item requiring maintenance should have a "maintenance schedule". These may range from a considered "replace when it fails" to a comprehensive service manual. Decisions on individual maintenance schedules should take into account factors such as:
- (a) consequences of breakdowns;
 - (b) costs of maintenance (labour and parts); and
 - (c) downtime.
- D13.3 Planning and recording of maintenance should be integrated in a system which is readily understood and informative. A numbered card system is one method. This aspect of maintenance lends itself to computerisation. A complete and up-to-date computerised maintenance program is an aid to management in general programming of operations and budgeting.
- D13.4 As much maintenance as possible should be planned for low production times.
- D13.5 A specific objective should be the maximum standardisation and interchangeability of parts. This reduces the associated costs of spare parts, labour and storage space. This, and accessibility for maintenance, should be considered when selecting new equipment. Spare parts not kept on site should be readily obtainable from known sources. Expenditure on spares should be related to the importance of each item and to the consequences of prolonged downtime. Critical items may require complete back-up equipment.

- D13.6 Maintenance efficacy should be monitored by management, in terms of:
- (a) downtime (e.g. compared to previous years or other factories);
 - (b) costs as a percentage of total factory costs; and
 - (c) accidents, quality problems, or inefficiencies attributable to faulty maintenance.

Part IV—Industrial safety

General

- D14.1 Safety is everybody's concern.
- D14.2 Whilst organised activities in this field may be left to specialists in both government and industry, it remains the direct and inescapable responsibility of everybody who notices a safety risk to remove it or to report it. This applies not only to factory staff and management, but to inspectors under this Code.
- D14.3 Good housekeeping and maintenance are an integral part of any safety program. "The blunt knife is the one that cuts" is a butchers' saying which applies in principle to accident prevention anywhere.
- D14.4 Detailed safety instructions are beyond the scope of this Code. In general terms, management should foster a safety oriented attitude amongst staff. A positive safety scheme embodying the appointment of a safety officer, training, in-plant publicity and appropriate incentives should operate in all companies. Safety at work also leads to safety at home, a valuable spin-off. The Five Star Safety Plan run by the National Safety Council is recommended.