



Faculty of Engineering
Department of Textile Engineering

Housekeeping & Labor Rights

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A thesis submitted in partial fulfillment of the requirements for the degree of

Bachelor of Science in Textile Engineering

Advance in Apparel Manufacturing Technology

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Letter Of Approval

August 12, 2024

To

Head

Department of TE

DIU

Ashulia, Savar

Subject: Approval of thesis report B.SC in TE

Dear Sir,

The report I am preparing, "Housekeeping & Labor Rights," was created by ID: 211-23-1004 and is ready for final review. The entire report is created using the factory data and necessary items. The students actively participated in their thesis work, and the report was essential in providing readers with a wealth of insightful material.

Therefore, it would be greatly appreciated if you would accept this report and take it into consideration for your final assessment.

Yours,



Mr. Md. Abdullah Al Mamun

Associate Professor

Department of TE

DIU

Declaration

I certify that the work provided in this thesis, "Housekeeping & Labor Rights," is entirely original with no submissions for credit toward a degree from another university. I have also properly cited all sources of materials used in this thesis.

Prepared By:

- Jannatun Ferdous ID: 211-23-1004

This is to attest that, to the best of my knowledge, the candidate's aforementioned declaration is accurate.

Acknowledgement

I truly want to express our gratitude and appreciation to my boss. We are thankful to Mr. Md. Abdullah Al Mamun, Associate Professor of the TE Department at DIU, for his guidance and support in creating this research project. Our experience was greatly improved by working with him since we were able to learn practical information as well as be inspired by his inventiveness. His ways of working and thinking were just incredible. We believe that this study would not have been possible without his unwavering support.

We are grateful to Mr. Md. Abdullah Al Mamun, Associate Professor in the TE Department of DIU, for his kind support.

Additionally, we would like to thank everyone who took the time to respond to our interviews and surveys, which made it possible for us to carry out this study. I am grateful to all of our colleagues who have supported our scientific endeavor. Lastly, I want to express our sincere thanks to my brother and parents for their unfailing love and support during our academic pursuits.

Abstract

This project is on “**Housekeeping & Labor Rights**”. The garments industry is one of the biggest earning foreign currency sectors. Here workers are the most important part of a garment industry and housekeeping encourages worker safety. A worker can move quickly in any critical condition if housekeeping is in order. And since it is a garment industry, there is a lot of dirt and dust here. Dirt and dust can be cleared very quickly through housekeeping. And workers' health awareness can be ensured. I have a good knowledge of housekeeping to facilitate learning to work in compliance. I learned about housekeeping and tried to increase the process of housekeeping & how to increase worker safety.

If the housekeeping is right, the workers can face it quickly, and because of this the work efficiency increases. I tried to improve the housekeeping & gather knowledge about labor rights.

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CHAPTER-1: INTRODUCTION

1.1 Objectives of Housekeeping & Labor Rights

Housekeeping is responsible for cleanliness, maintenance, public areas, back areas and surrounding. Keeping work areas neat, tidy maintaining area with floors free of slip and trip hazards. Regular removal of waste materials, example of fabric, paper of cutting place, thread, button, cut and sew waste, and other problem from work areas.

Labor means maintaining their basic rights, providing them with everything according to the rules of their company. Providing them with word pleasure is protecting them from harassment and protecting them from the crime of discrimination.

1.2 Aim of The Report

Through this thesis paper, I want to highlight that if a company follows its housekeeping processes, its workplace will be safe, its investment in the workplace will be good, its workers will be safe, and according to labor law, the company will be able to do everything.

In starting a new garment industry, I would like to highlight what basic housekeeping rules are maintained to provide the best work environment to the workers. This is what I want to highlight in my thesis paper.

1.3 Limitations of Housekeeping & Labor Rights

Since many workers work in the garment industry, it is not always possible to explain to each worker. Workers keep their workplace messy. In that case, housekeeping has to face some problems. It is not always possible to explain to the workers.

Despite repeatedly telling workers in the garment industry to wear PPE them, they do not wear them. For which we cannot provide them any help and safety measures. That is why we have to face many problems.

1.4 Professional Responsibilities:

I completed AKM Knit Ware for this project. This international corporation places a great value on ethical standards, safety concerns, health issues, and sociocultural and environmental factors.

1.5 Codes and Standards Used:

One of Bangladesh's respected apparel manufacturers is AKM Knit Ware. Most of AKM Knit Ware's customers are well-known worldwide and concerned about the environment. Reputable buyers include Decathlon, Walmart Canada, Next, Handcraft, Lidl, RAW, George UK, Peak Performance, 2XU, Clover Collection, and Signet.

As a result, their ruling requires that all international standards of behavior be followed. Therefore, the amount of water used has no adverse effects on the environment, starting with sample manufacture and continuing through mass production.

1.6 Ethical Principles and Professional Commitment:

Operating in a way that maintains an ideal environment for generations to come is the core principle and commitment. Try producing eco-friendly products. There is a method for making clothes out of yarn made from organic cotton. making use of premium dye chemicals that are safe for the environment and human health. Steer clear of abuse and harassment at work. It is not necessary to work a part-time for a long time after the primary.

1.7 Issues:

Housekeeping insures the health of workers & also for stuff. It's also maintained the safety. Labor rights also maintain the safety. It's also accommodated the fundamental issue legal & cultural issues.

1.8 Impact on Environment:

Housekeeping has a big impact in environment. Because by housekeeping we can save our health. In garments industry there are so many dusts. By enhance the housekeeping we can made a big impact on environment.

CHAPTER 2: LITERTURE REVIEW

2.1 Housekeeping

Housekeeping is responsible for cleanliness, maintenance, public, back areas and surrounding. Keeping work areas neat, tidy and orderly maintaining areas with floors free of slip and trip hazards. Regular removal of waste materials, paper of cutting place, thread, button, cut and sew waste, and other hazards from work places.

2.2 Housekeeping In Textile

In the textile business, housekeeping entails maintaining a tidy and clean workplace while also making sure that employees are safe.

- **Cleaning:** Maintaining workspaces clear of trip and fall hazard.
- **Eliminating waste:** Eliminating waste and further fire risk.
- **Preserving:** Making certain that there are sufficient storage facilities and that the workspace is kept.
- **Avoiding mishaps:** Taking action to stop accidents including cutting, falling items, and trappings.
- **Notifying employees:** Notifying employees of any health risks and issues that could occur from improper usage or maintenance of the equipment's.

2.3 Objective of Housekeeping

- keep buyer products clean and welly produce.
- To maintain the sewing floor 5s.
- To reduce the 8w.
- To maintain the GAMBA.
- To maintain the proper environment for workers health.

2.4 Benefits Of Housekeeping

Proper and standard environment gives best production and keep the workers mind fresh. Not only workers, housekeeping gives better work environment for all employees to do their work better. We know in garments industry time is the main factor for business. When housekeeping is proper all workers can do their proper work without extra motion. Also housekeeping brings reputation for a company.

2.5 Daily Activities for Housekeeping

Housekeeping is not just about floor or sewing floor cleaning, it's all about proper well-organized of every working section.

- I. First aid box equipment checking's.
- II. Fire equipment checking's
- III. Medical.

2.6 Importance of Housekeeping

Good housekeeping results in less dust on the floor, which results in less dust on the product. If the dirt dust of the floor is less, it is convenient to maintain health safety. By doing this, workers sicknesses are reduced and work flow is maintained. Maintaining proper housekeeping increases the space in the workplace, which helps maintain work flow. Housekeeping also can reduce fire hazard.

2.7 Textile Housekeeping

In the textile business, housekeeping entails maintaining a tidy and clean workplace while also making sure that employees are safe. This comprises:

2.7.1 Cleaning: Maintaining workspaces clear of trip and fall hazard.

2.7.2 Eliminating waste: Eliminating waste and further fire risk.

2.7.3 Preserving: Making certain that there are sufficient storage facilities.

2.7.4 Avoiding mishaps: Taking action to stop accidents including cutting, falling items.

2.7.5 Notifying employees: Notifying employees of any health risks and issues that could occur from improper.

2.8 Compliance and Housekeeping

As a compliance factory, there is some responsibility to follow for every garments industry to comply with compliance and housekeeping requirements.

So, garments industry follows a checklist for following up factory compliance and housekeeping. These are the most important things to do export garments manufacturing business.

Daily Compliance and Housekeeping Checklist

- Is the factory floor clean and tidy?**
- Are there any garments on the floor?**
- Are all the isles of the factory barrier-free?**
- Are there any unused or broken carton floors?**
- Are there any ready-made garments staying uncovered?**
- Are there any unnecessary garments packed on the floor?**
- Are all machine lines straight?**
- Is the electricity of all the machines lying**

An illustration on a light blue background showing various cleaning tools and workers. On the left, there is a blue plunger, a yellow bucket with a blue handle, a yellow spray bottle, and two rolls of white paper. In the center, a worker in a light blue shirt and red pants is cleaning a window. On the right, a worker in a yellow jacket and grey pants is sweeping the floor with a broom, with a yellow caution sign nearby.

2.9 Daily Compliance and Housekeeping Checklist of Garments Industry

1. The factory floor clean and tidy
2. There any garments on the floor
3. All the isles of the factory barrier-free
4. There any unused or broken cartoon floors
5. There any ready-made garments staying uncovered
6. There any unnecessary garments packed on the floor
7. All machine lines straight
8. The electricity of all the machines lying on its floor
9. It ok to install a needle guard on all machines
10. It ok to install an eye guard on all machines
11. All machine pulley guards, okay
12. All machines have paddle mats
13. All machines have pea pulley covers
14. There Doors and stairs are unobstructed for the safe exit of workers
15. Women workers using scarves

2.10 Housekeeping and Cleaning

Construction sites frequently experience objects of various weights, sizes, and shapes falling from a height.

Poor material arrangement and housekeeping are the main causes of falling things. There have been instances of objects falling from a height recently as a result of simultaneous activities on train 5 involving Daewoo, TSKJ Commissioning, and other subcontractors. The likelihood of falling things increasing could be caused by improper housekeeping or material placement on the platforms. To prevent more instances of falling things, we must maintain good housekeeping and arrange materials appropriately in our workspaces.

Housekeeping means keeping the work area tidy by removing materials not needed and keeping those needed in an orderly and safe manner. Materials not properly kept on height can drop, by being kicked, pushed, rolled or slipped off. Always remember, that human mistakes can cause all these to happen. For The Prevention of Falling Objects Practice good housekeeping.

2.11 Housekeeping and Maintenance

- Housekeeping and Maintenance
- Construction materials stored in an orderly manner
- Scrap and trash removed from the site regularly
- Metal container with covers provided for disposal of oily or paint-soaked rags
- NO SMOKING signs posted in hazardous areas
- Sewing Machine Maintenance list with Model
- Factory related all updated license copy.
- Section wise total MP with male female ratio.
- Fabrics of fabric store should be maintained on pallet.
- Lighting in any inspection area is less than
- Housekeeping not appropriate.
- Maintenance department not well equipped
- Idle machines found in running sewing lines.
- Electric socket open under table in sewing floor.
- No smoking regulations enforced
- Temporary wiring installed according to the provisions of the Electrical Code
- Wiring, including connections to junction boxes, panels and the like, in good condition
- Exits adequately lighted
- Stair exits fire doors in good operating condition
- Adequate egress provided from uppermost work areas
- Tools and Small Hose
- Sufficient portable extinguishers of the proper type provided throughout.
- Tools and small hoses kept in good operating condition
- Tools unobstructed and its location highlighted
- Tools protected against freezing

2.12 Housekeeping Policy:

The meaning of the word House Keeping is to keep it tidy and to take proper care of it. Relatively few people live in a house. It is easy to keep it clean and tidy. Garment factory is a production-oriented industrial establishment. Thousands of people move here together and perform their respective tasks. Therefore, some rules have to be followed to keep the factory clean and tidy. Everyone has to take initiatives collectively so that the factory remains clean and functional.

The authorities are committed to keeping the factory clean and tidy. In view of this, cleaning staff are employed in the factory.

2.13 Purpose:

To provide specific policies regarding House Keeping so that there is no need to give any instructions in this regard again and again.

2.14 Scope:

The need for a tidy and clean factory is immense. If the goods, machinery and all other furniture are not properly arranged here, first of all, it will not be possible to organize the space. As a result, the work environment will be destroyed due to the pressure of the piled-up items. Productivity will decrease. It is not impossible that an unexpected accident will even occur. Therefore, one should work on the basis of a policy. The areas that need to be kept in mind for housekeeping are:

- I. Gate areas
- II. Factory yards
- III. Stores
- IV. Machine areas
- V. Finishing sections
- VI. Cloth rolls storage areas
- VII. Stairs
- VIII. Various office room
- IX. Child care center
- X. Medical rooms
- XI. Toilet
- XII. Dining rooms

2.15 Gate Area

All gates should be kept open during factory hours. There should be no obstructions inside or outside the gate. No vehicles should be parked at the gate. There should be no gathering or congestion at the gate. Efforts should always be made to ensure smooth movement of people.

2.16 Factory Yard

It should always be kept clean. Flower tubs should be kept in a place that looks beautiful. The tubs should be kept clean and fresh. Cars should not be parked in any place other than the parking lot. All cars should be kept facing outwards. So that in case of an unexpected accident, they can be taken out quickly. The car key must be kept in the key box kept by the administration. It should not be kept in the driver's pocket under any circumstances. The place of loading and unloading of goods should be kept clean. Abandoned cartons, ropes, and garbage should not be allowed to accumulate. They should be removed immediately.

Fabric bodies should be stacked on Pallet/Dunnage;

1. They should not be kept stacked or scattered.
2. They should be stacked according to the buyer and according to Style, Order and Color.
3. Reject fabrics should be kept in separate stacks.
4. Stacks should be kept up to 7 feet high. However, if kept on racks, proper rules should be followed.
5. There should be a 3-foot walkway between the rows

2.17 Store

Store is a very important place. The goods should be kept in such a way that more goods can be kept in less space in an orderly manner. For this, the goods kept in the store should be kept as plan.

CHAPTER 3: EXPERIMENTAL DETAILS/ METHOD DETAILS

3.1 Labor Rights Review:

Ready-made garments worker suffers different kinds of problems. There are so many rules & regulations to solve those problem. Those problems are conduct to solve by a specific law. That is the reason labor law established. This sector is very important for Bangladesh economy. So, its maintain a internation labor law conduct.

3.2 Improvements:

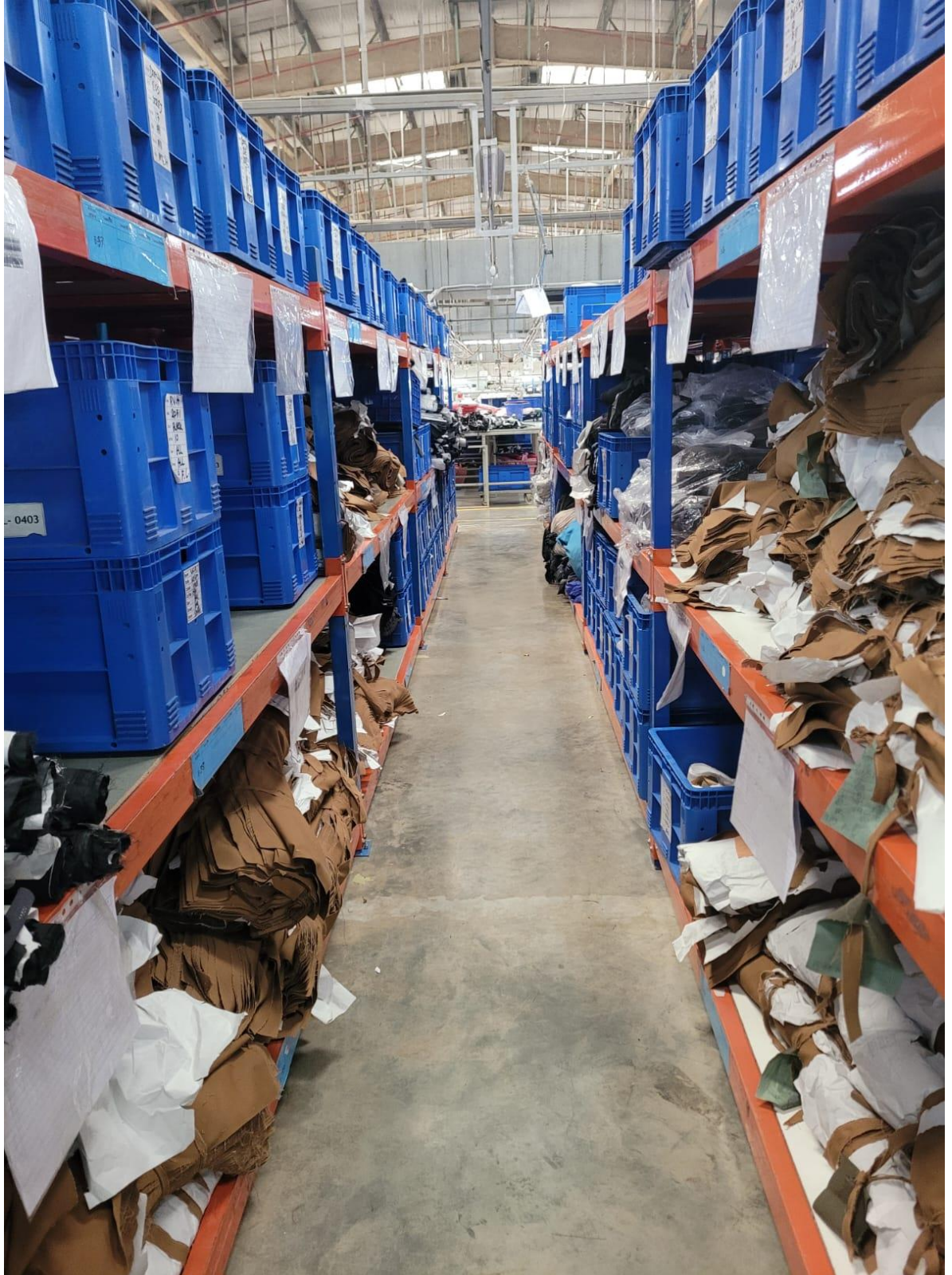
3.2.1 Line Housekeeping:



Sewing floor line housekeeping: There is no congested workstation. Every machine & stand under the ill's mark. No dust in floor.

3.2.2 Cutting Section Improvement:

Before Improvement



Here the cutting parts of input is not properly organized. The cut panels unorganized.

After Improvement:



After improvement the input racks are properly organized & all the input parts are under the box.

3.2.3 Workstation Improvement:

Before Improvement:



Here the work place is congested & unorganized. Operators have no space to move.

After Improvement:



After improvement the congested workplace is organized & the op have proper space to move. Also, there is no risk in emergency situation.

3.2.4 Work Station Improvement:



Here, the label part is unorganized & the worker has to find the label & then attach it to the body. Which is time consuming.



Here, after improvement the label box is properly organized & also every part is now properly working smooth.

3.2.5 Finishing Area Improvement:

Before Improvement:



Here, the finishing packaging area is unorganized due to package are not properly put the right pace

3.2.6 Absents record



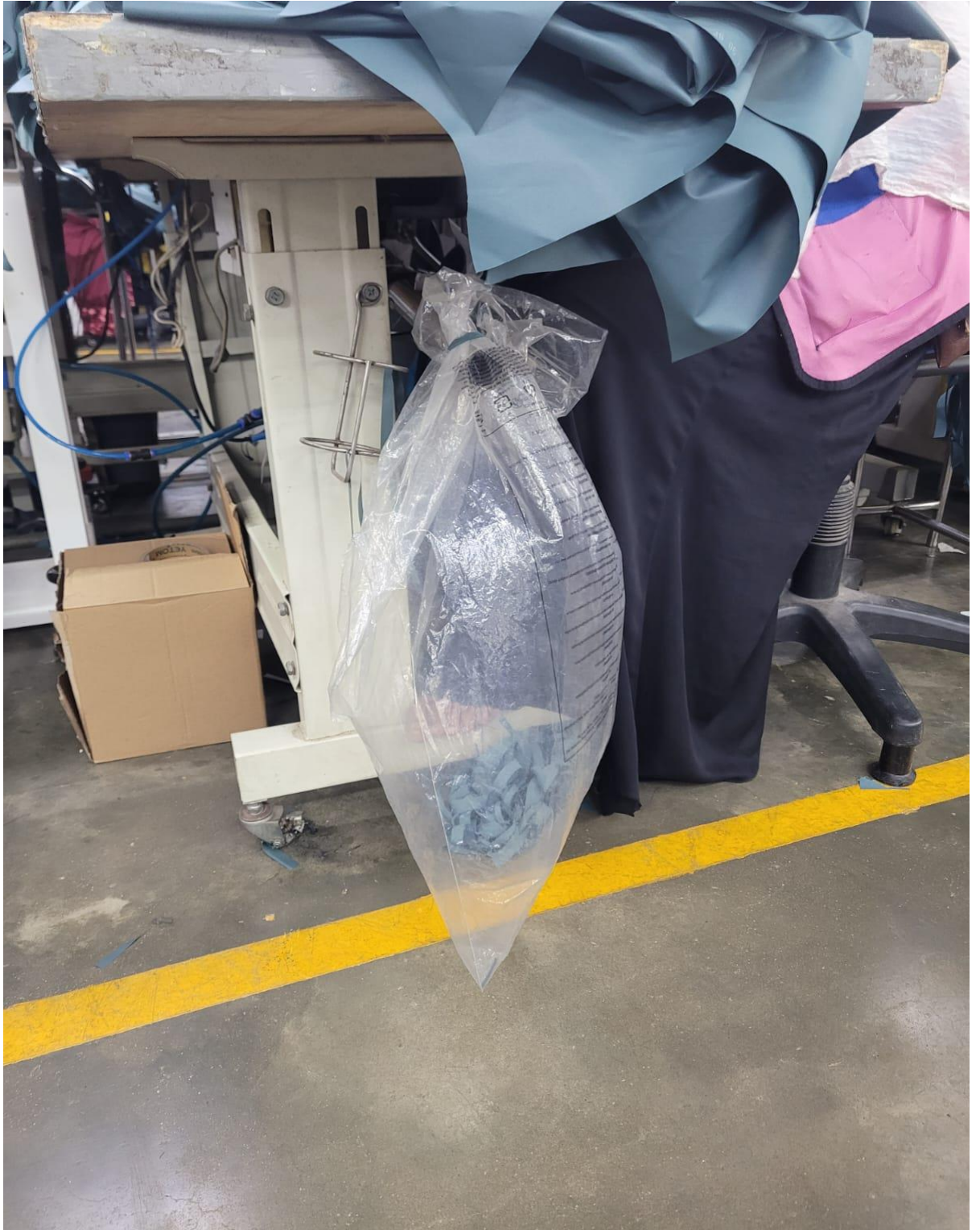
Here each & every line have the absenteeism record. So that the return op process does not have any issue of alteration or production issue. Which is very clear to visual the problems.

3.3 Improvement For Remove Dust in Sewing Floor:

3.3.1 Machine Dust remove:

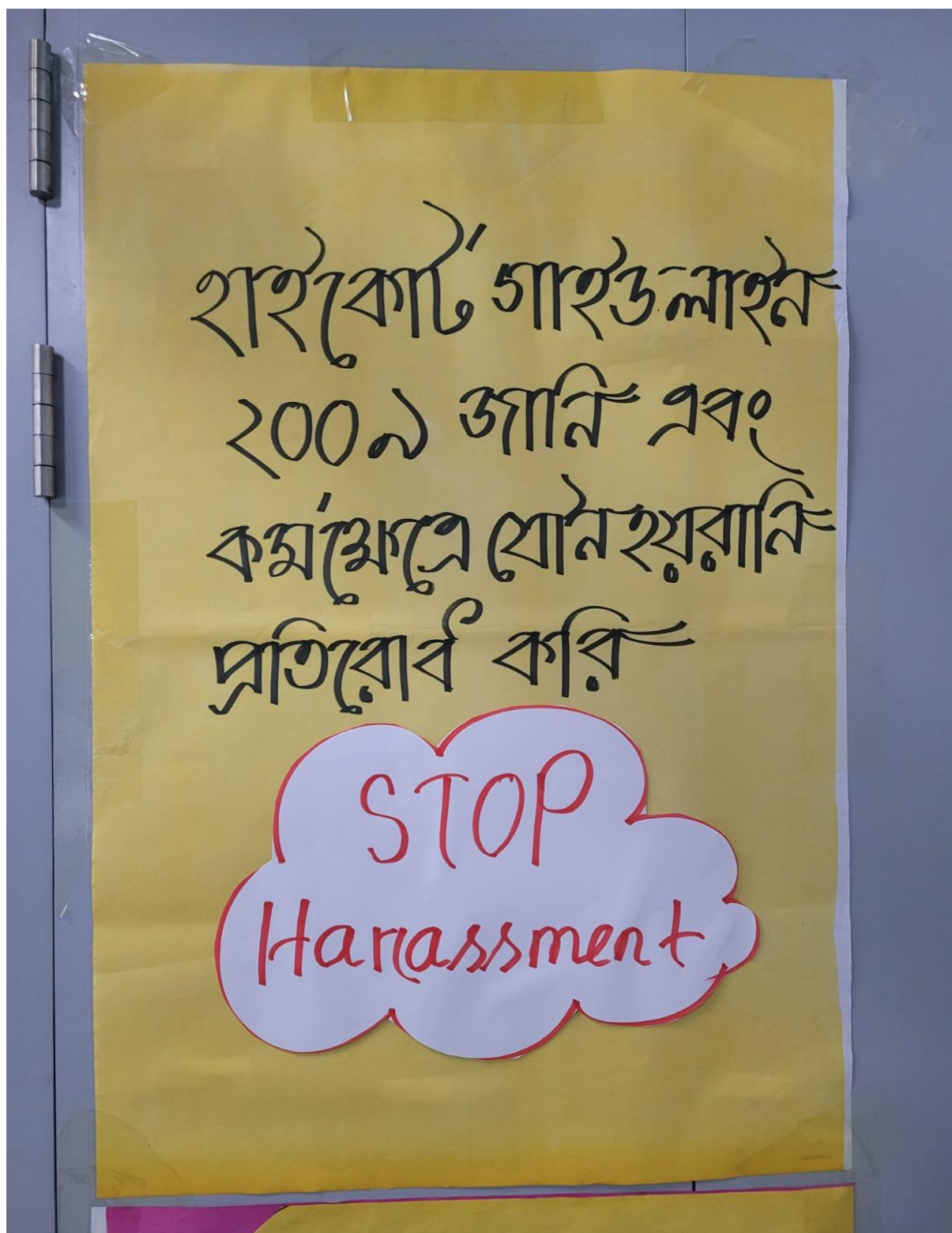


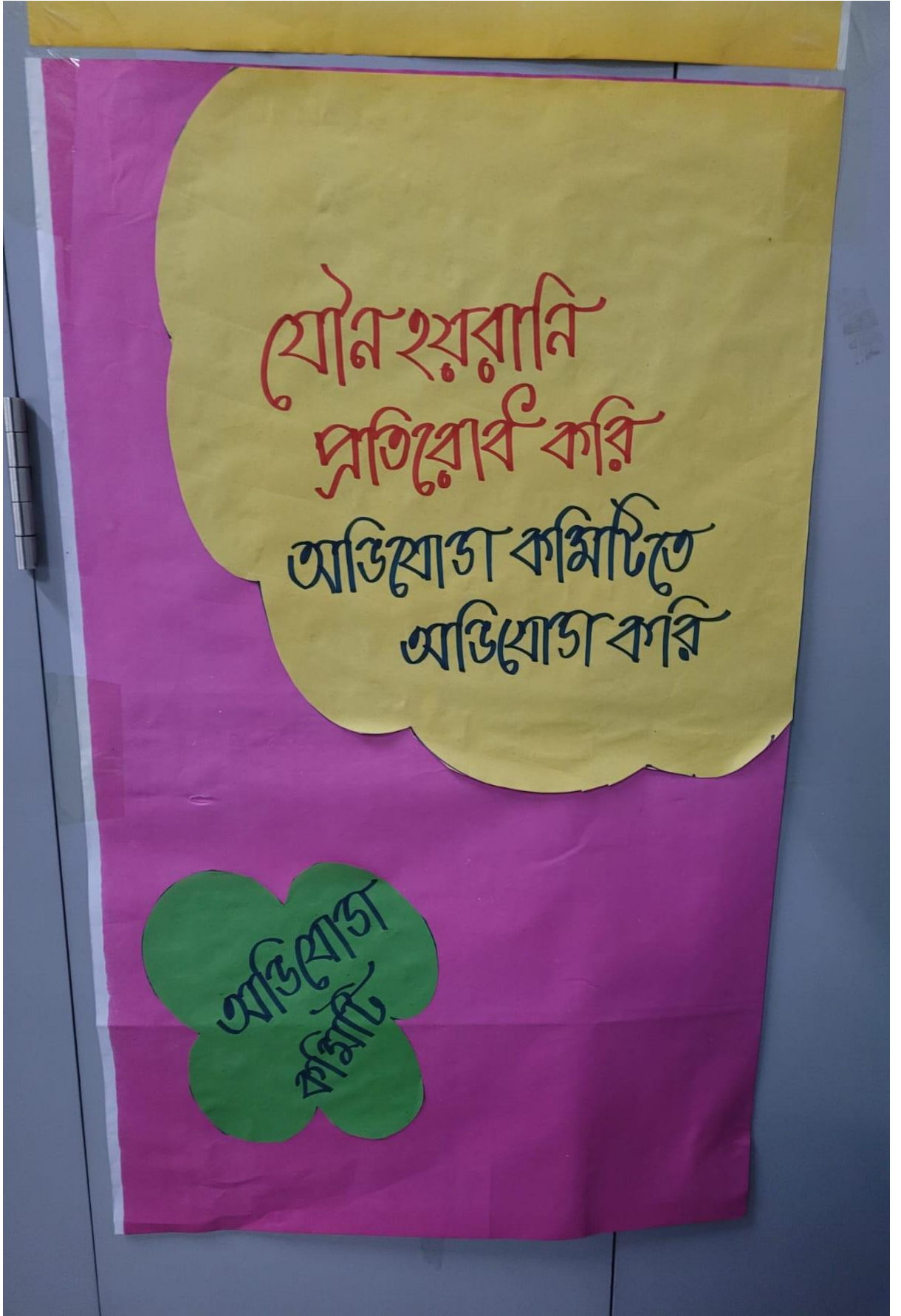
Here the machine is touched the illes mark & machine dust will lay at the floor.

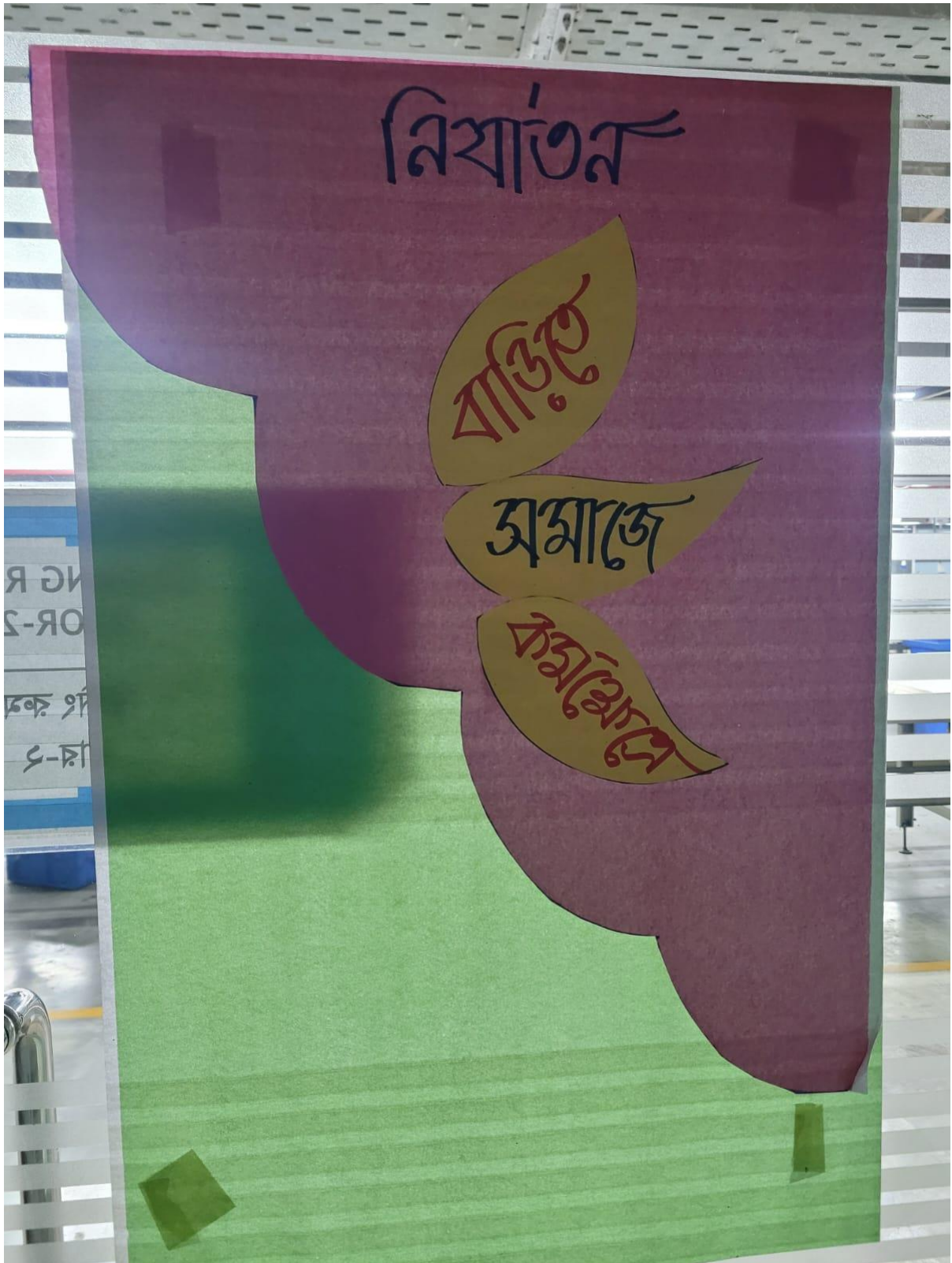


Here, the machine dust is collecting to the poly. That's why the floor will clean.

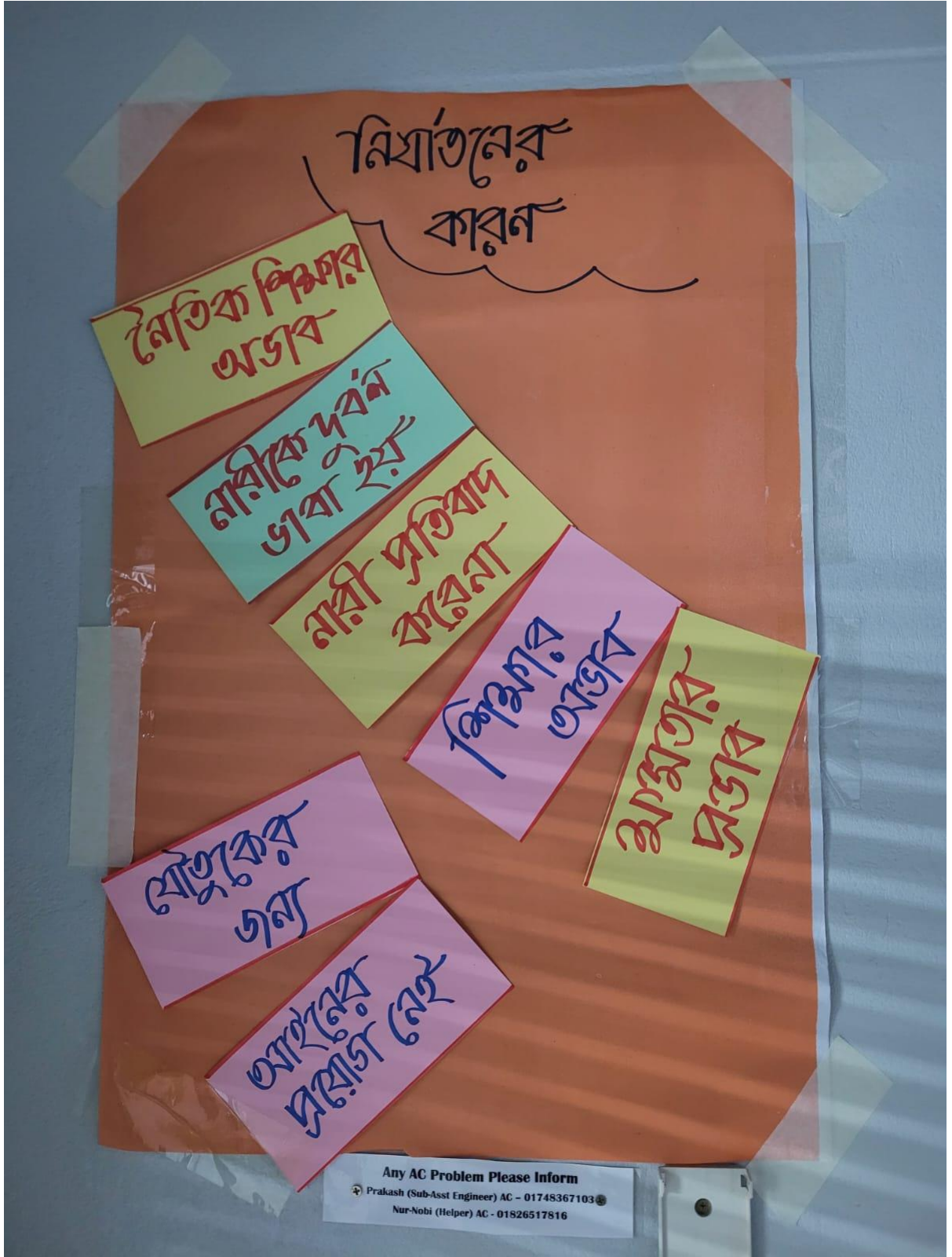
3.3.2 Labour Awareness:

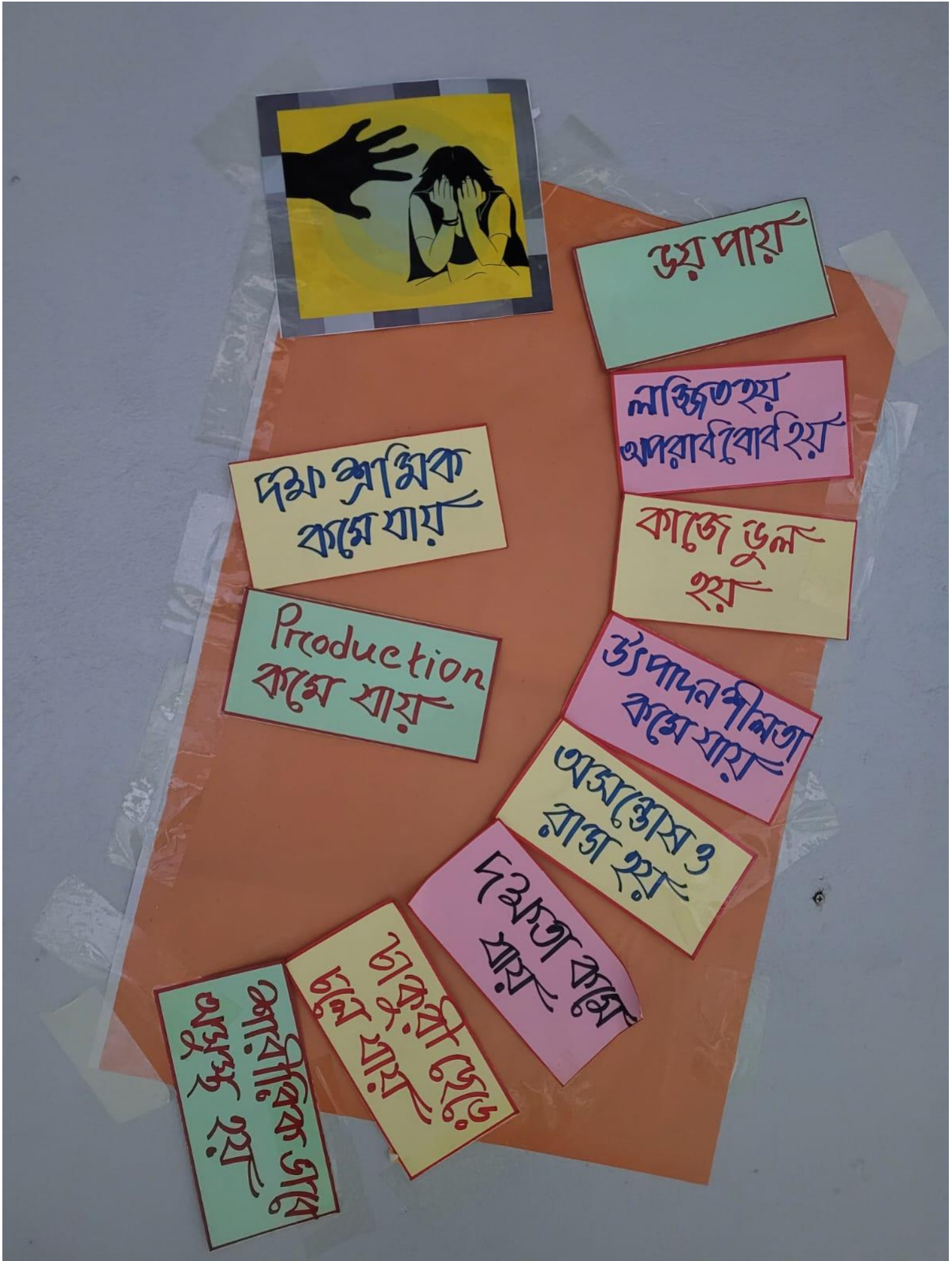
















Stair Direction/ সিঁড়ির দিক-নির্দেশনা

Stair Number (সিঁড়ি নং)	Floor/Level (ফ্লোর/লেভেল)	Amenity (সুবিধাদি)
1(১)	3rd Floor/Level-4 (৪র্থ তলা/লেভেল-৪)	<ul style="list-style-type: none">❖ Stair From 3rd Floor To Ground Floor (সিঁড়ি ৪র্থ তলা থেকে নীচ তলা পর্যন্ত)❖ Entrance to Rooftop Access (ছাদে প্রবেশ পথ আছে)❖ Exit Discharge at Ground Floor (বাহিরের পথ নীচ তলায় শেষ)

CHAPTER 4: DISCUSSION & RESULT

4.1 Housekeeping Result and Discussion:

Effective housekeeping results in the following:

- Reduced handling the flow of materials
- Tripping and slipping incidents in clutter-free and spill-free workstations.
- Decreased fire hazards
- Lower worker exposures to hazardous products
- Control of tools and materials, including supplies.
- More efficient equipment cleanup and maintenance
- Better conditions leading to improved health
- More effective use of space
- Reduced property damage by improving maintenance
- Less janitorial work
- Improved morale
- Improved productivity

An effective housekeeping program organizes and oversees the goods' safe transportation and storage from the point of entry to the point of departure. A material flow strategy is included to guarantee that there is little handling. By requiring workers to transport supplies to and from work areas as needed, it guarantees that work areas are not used as storage locations.

4.2 Effective Housekeeping Program

Dust and Dirt Removal:

Dust in the air can be decreased by dampening floors or applying sweeping chemicals beforehand. It could be necessary to manually clean the dust and filth that accumulate in areas like shelves, pipes, conduits, light fixtures, reflectors, windows, cabinets, and lockers.

4.2.3 Employee Facilities

Facilities for employees must be sufficient, hygienic, and well-maintained. Employee personal possessions may need to be stored in lockers. Every shift, restrooms need to be cleaned at least once. A good supply of soap, towels, and disinfectants, if necessary, should also be kept on hand.

Employee facilities, including as showers, laundry rooms, and changing areas, should include extra safety measures when workers are handling hazardous goods. Certain facilities can need two shower-equipped locker rooms.

By keeping their work clothes separate from their home clothes, employees can shower off workplace pollutants and lower the risk of contaminating their "street clothes" by using such double locker rooms. When dangerous products are present, it should be prohibited to smoke, eat, or drink in the workplace.

4.2.4 Surfaces

Walls: While dark or unclean walls absorb light, light-colored walls reflect it. Contrasting hues identify obstacles like pillars and alert people to potential physical dangers. Although paint can draw attention to guards, railings, and other safety features, it should never be used in place of them.

4.2.5 Maintain Light Fixtures

Dirty light fixtures reduce essential light levels. Clean light fixtures can improve lighting efficiency significantly.

4.2.6 Aisles and Stairways

Aisles should be sufficiently wide to allow for the safe and comfortable movement of people and cars. Aisle space makes the flow of people, goods, and commodities possible. Mirrors and warning signs can help obscure corners' sight lines. When aisles are arranged correctly, individuals are more likely to use them and avoid taking shortcuts through dangerous regions.

It's crucial to keep stairways and aisles free. Temporary "overflow" or "bottleneck" storage is not a good application for them.

Adequate illumination is also necessary for aisles and stairs.

4.2.7 Spill Control

Preventing spills before they occur is the best approach to manage them. One method is to clean and maintain machinery and equipment on a regular basis. Another is to install drip pans and guards in areas where spills might happen. Spills should be cleaned up right away as they happen. Spills that are fatty, oily, or other liquids can be cleaned up with absorbent materials. It's important to properly and safely dispose of used absorbents.

4.2.8 Tools and Equipment

Tool housekeeping is very important, in the tool room, on the rack, in the yard. Tools require suitable fixtures with marked locations to provide an orderly arrangement. Returning tools promptly after use reduces the chance of them being misplaced or lost. Workers should regularly inspect, clean, and repair all tools and take any damaged or worn tools out of service.

4.2.9 Waste Disposal

Good housekeeping procedures include the regular collecting, grading, and sorting of scrap. It enables the separation of items headed for trash disposal facilities from those that can be recycled.

Time and energy are wasted when the material accumulates on the floor because cleanup takes more time. It facilitates collection and promotes orderly garbage disposal when scrap bins are placed close to the waste production site. Every trash can has to have a clear label

CHAPTER 5: CONCLUSION

This is the ending part of this project. Now it is about labor rights, housekeeping & improvement

- Labor means maintaining their basic rights, providing them with everything according to the rules of their company. Providing them with work pleasure is protecting them from harassment and protecting them from the crime of discrimination.
- Housekeeping is responsible for cleanliness, maintenance, public areas, back areas and surrounding. Keeping work areas neat, tidy and orderly maintaining areas with floors free of slip and trip hazards. Regular removal of waste materials, example of fabric, paper of cutting place, thread, button, cut and sew waste, and other fire hazards from work areas.
- Good housekeeping results in less dust on the floor, which results in less dust on the product. If the dirt dust of the floor is less, it is convenient to maintain health safety. By doing this, workers sicknesses are reduced and work flow is maintained. Maintaining proper housekeeping increases the space in the workplace, which helps maintain work flow. Housekeeping also can reduce fire hazard.

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Housekeeping & Labor Rights

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