



#12-Housekeeping-Safe Job Procedure (Final Oct./04)

1. Purpose

Many injuries result from poor housekeeping. Improper storage of materials and cluttered work areas are not safe. This safety procedure is intended to maintain a clean, hazard-free workplace, all groups – management, supervision, and workers – must co-operate.

2. General

Housekeeping is an essential part of every job. Work areas, aisles, walkways and equipment shall be kept clean of loose materials, tools, and refuse and scrape materials.

Housekeeping includes storage cleanup, maintenance, and fire prevention. Planning is where it all begins. Co-ordinate the job by taking the following steps.

- **Compressed gases, chemical products or other hazardous materials shall not be left unattended in public areas.**
- **Spills such as grease, water, or oil shall be cleaned up as soon as possible; a delay could result in an accident to you or your fellow worker.**
- Restore work areas to their original condition prior to leaving, by replacing ceiling tiles, access panels, etc. Which may have been removed during the course of your work.
- Order materials in sequence of use.
- Eliminate double and triple handling by unloading material and equipment where it will be used.
- **Locate storage areas away from high traffic, routes, work areas and overhead power lines.**
- Store materials so that it won't collapse or tip over.



#12-Housekeeping –Safe Job Procedure

- Waste materials and debris must be removed on a regular basis.
- **Waste materials must not be thrown from one level to another.**
- **Keep oily rags and flammable trash in covered metal containers.**
- Post signs to warn workers of hazardous areas
- Trash containers to be made available and emptied regularly

3. Procedure

- **Gather up and remove debris as often as required to keep work and travel areas orderly.**
- Keep equipment and the areas around equipment clear of scrape and waste.
- Keep stairways, passageways and gangways free of materials, supplies and obstructions at all times.
- **Secure loose or light materials stored on roofs or open floors to prevent from being blown by the wind.**
- **Pick up, store or dispose of tools, materials, or debris, which may cause tripping or other hazards.**
- Before handling used lumber, remove or bend over protruding nails and clean any foreign materials.
- **Wear personal protective equipment to prevent injury, i.e. safety glasses, dust masks, gloves etc.**
- **When guardrails must be removed to land, unload or handle materials, wear fall –arrest equipment as per Company procedures.**
- Coil extension chords when not in use.
- Keep lunchroom /eating areas clean of litter and waste.
- Floors are to be free of holes, protrusions and loose boards



#12-Housekeeping – Safe Job Procedure

A complete clean up of the site should be done on weekly basis which shall include the following as a minimum:

- **Clean your entire work area floor and remove all debris.**
- **Provide proper storage containers for debris keeping flammable liquids etc. separated and stored in proper containers.**
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- Secure all welding bottles, empty or full when not in use.
- Provide pylons or construction tape around any area, which are to be wetted down.
- Provide proper ventilation, wetting down, vacuuming or other approved means from the accumulation of dust.
- Trained personnel must perform disposal of hazardous materials.
- **Flammable liquids such as gasoline, benzene, naphtha, paint thinner; etc. shall not be used for cleaning purposes.**
- Where operation produces slippery conditions, the area shall be cleaned immediately, or mats, grates, cleats or other methods shall be used to reduce the hazard from slipping.
- Where there is the possibility of the accumulation of snow or ice the accumulation shall be treated with sand or other suitable abrasive devices to prevent persons from slipping.
- Once the housekeeping has been completed and if possible remove all pylons, tapes, signs etc.



#12-Housekeeping – Safe Job Procedure

4. Storage

Storage areas should be at least 6 feet from roof or floor openings, excavations or any open edges where materials may fall off.

Near openings arrange materials so that it cannot roll or slide in the direction of the opening.

Store chemical, oil, or solvents in approved containers with proper labels.

Pile and store debris neatly and safely in proper refuse containers.

Do not store refuse in passageways, landings, and stairwells so as to prevent a hazard.

Materials and supplies shall not be stored in such a manner that it blocks access to fire equipment or egress.