

HOUSEKEEPING

Scope and Applicability

This procedure applies to all operations.

Proper housekeeping in office locations, on construction sites, and fixed work facilities is essential to prevent fires as well as injuries resulting from slips, trips and falls.

Implementation

Implementation of this procedure is the responsibility of the management.

Procedure

1.0 Maintain the cleanliness of the site

- A. Require tools and equipment to be stowed at the end of the day
- B. Store supplies in locations away from walkways and in a manner that will not trip workers
- C. Keep weeds and vegetation away from stockpiled materials and walkways
- D. Maintain flooring and walkways in a clean, dry, smooth condition
- E. Dispose of construction debris in a timely manner
- F. Regularly inspect the work area for slip and trip hazards
- G. Office/shop locations inspect work areas at least semi-annually
 - 1. Utilize the check-sheet provided as Appendix A
- H. Construction sites inspect sites at least monthly
 - 1. Utilize the check sheet provided as Appendix A
- I. Thoroughly investigate all injuries resulting from slips, trips and falls on site. Correct conditions contributing to injuries.

2.0. Documentation Summary

- A. File completed Housekeeping Inspection Sheets (Appendix A), and send copy to human resources/ safety.

HOUSEKEEPING

Appendix A: Health & Safety Program

HOUSEKEEPING INSPECTION SHEET

Building or Location: _____

Date: _____ Inspection Conducted by: _____

If an answer is "No," the item must be corrected.

General Site Housekeeping		Yes	No	N/A
1.	No blocking of exits or emergency equipment			
2.	Equipment or materials are not left lying on the ground			
3.	Storage areas are free from the accumulation of materials that constitute trip hazards			
4.	Work area is kept free of scrap material and other debris			
5.	Combustible scrap and debris is removed by safe means at regular intervals			
6.	Oily rags are stored in metal cans with tight fitting lids. Oily rags are removed at the end of the day			
Visibility				
7.	Halls, stairways and walkways are well lit			
8.	Well-designed light switches are present in areas where walkways are not always lighted			
9.	Dust, smoke or steam does not create poor visibility			
10.	Glare from floodlights or windows do not create poor visibility in work areas			
Stairs				
11.	Handrails are tight and at the proper level			
12.	Handrails extend past the top and bottom step			
13.	White or yellow strips are painted on the first and last step for better visibility (Not an OSHA requirement - recommendation only)			
14.	Steps are not rough or defective			
15.	Stair treads are wide enough and risers consistently spaced			
16.	Stairs are free of obstructions			
Floor Conditions				
17.	Floors of every workroom are clean, and so far as possible, in a dry condition			

HOUSEKEEPING

Appendix A: Health & Safety Program (continued)

Floor Conditions		Yes	No	N/A
18.	Where wet floors or processes are present, proper drainage is provided and false floors, mats, or other dry standing places are provided			
19.	Floor surfaces are finished with non-slip coatings where spills are likely			
20.	Floors and passageways are free from protruding nails, splinters, holes, or loose boards			
21.	Floors are free of holes and depressions			
22.	Aisles or pathways are wide enough for easy passage and for carrying objects (48 inches is recommended)			
23.	Ramps are covered with non-slip surfaces or matting			
24.	Carpets or rugs do not have loose or frayed edges that may catch boots or shoes			
25.	Walkways are free from extension cords, air hoses and cables			
26.	Boxes, containers, machine parts or other tripping hazards do not lie in pathways			
Ground Conditions				
27.	Slip, Trip, Fall hazards are not present			
28.	Holes or changes in ground elevation are either filled or guarded			
29.	Muddy walkways are filled with gravel to reduce slipping			
30.	All employees who work in wet or greasy conditions wear slip resistant footwear			
Equipment				
31.	Vehicle steps are of adequate size and placed for safe mounting/dismounting			
32.	Handgrips or ladders are adequate for getting in and out of equipment			
33.	Ladders have been checked for damage and removed from service if found unsafe			
34.	Ladders/steps are clean and free of slippery substances			
35.	Three points of contact are maintained when using ladder/steps			

I certify that the above inspection was performed to the best of my knowledge and ability, based on the conditions present on _____.

Signature