









## Safe Work Practice HOUSEKEEPING

### Potential Hazards (Risk Priority MEDIUM)

- Slip, trip and fall
- Cuts, Bruises and abrasions
- All personnel must ensure they have been appropriately trained by their supervisor.

### Required Personal Protective Equipment and Devices

Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing
							

### Safe Work Practice

Housekeeping is the responsibility of all employees. When finished a job, the area must be cleaned, tools and equipment put back in their places and discarded parts and equipment disposed of.

- When performing any job housekeeping must be maintained to minimize hazards
- A cleanup schedule should be maintained at all times
- Chemical spills, regardless of quantity, must be cleaned up immediately and disposed of according to provincial and federal regulations
- Flammable liquids must not be handled in open containers and when in closed containers or tanks, they should not be left inside building. All flammable liquid storage areas must be marked as such and "No Smoking" signs posted
- The use of flammable solvents for cleaning floors and equipment is very hazardous and must be avoided at all times

#### WALKWAYS AND STEPS:

- Where walkways have to be identified, not objects are allowed to protrude into the walkways. They must be kept clear of stored materials, tools, equipment, debris and slip/trip hazards. Mobile equipment must not block walkways
- No material of any type will be stored on the steps
- Steps are to be kept clean and dry and free of slip/trip hazards

#### STORAGE FACILITIES

- Material and equipment racks must be maintained in an orderly arrangement
- Store only the materials and equipment designed for the racks
- The area under the racks must be kept clean at all times
- Supply bins must not have material hanging over the edges and must be kept clean of debris and waste

## SHOP AREAS:

- Shop floors will be free of all slip/trip hazards such as: scrap, hoses, spare parts, oil, grease, scrap paper, bottles etc.
- The tops of workbenches will not be used for storage – storage drawers shall be kept in an orderly manner and the floor underneath will be cleaned and free of debris
- Tools and small equipment shall be stored in their assigned area when not in use
- The bulk material storage area will be kept clean at all times
- Any spill will be cleaned up immediately and no open top containers will be allowed in this area
- Refuse containers and scrap bins will be emptied on a regular basis
- The outside scrap metal bin shall not be filled to overflowing before being emptied
- All walls and shop doors shall be kept free of accumulations of oil and grease
- No debris in front of doors
- No unauthorized signs or posters will be allowed
- No debris shall be allowed to accumulate in building corners or at the base of the building columns, or on top of shelving
- All window glass shall be cleaned during the regular shop cleanup

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***If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.***

**REPORT ANY HAZARDOUS SITUATION TO YOUR SUPERVISOR IMMEDIATELY**

**This must be reviewed any time the task, equipment, or materials change and at minimum, every three years.**