

# Housekeeping Policy

## Policy

It has long been recognized that general cleanliness, storage and housekeeping play an important role in reducing accidents. Many serious injuries are caused when falling objects strike employees, or objects that cannot be seen cause someone to trip. In addition, serious property damage and employee injuries stem from fires caused by poor housekeeping practices and improper storage of flammable materials. The easiest and best protection against these hazards is good housekeeping. This policy covers items not discussed in other areas and is not intended to cover all specific housekeeping requirements.

When materials are stored properly, many potential accidents can be prevented. Through careful pre-job planning, tripping hazards can be avoided and many sprains, fractures, and bruises that might otherwise result from falls can be prevented.

Aside from accident prevention benefits, good housekeeping means efficient performance. Materials, tools, and equipment should all have a place for orderly storage. When returned to the proper place after use, they are easier to find when needed again. Proper storage also makes it easier to conduct regular inspections for damage and/or wear to the equipment.

## Scope

This policy covers all (Insert City Name) employees including part-time, temporaries, and contractors performing work on City property.

## Compliance

Failure to follow the guidelines outlined below may cause serious injury and/or illness. The Safety Policy Violation procedures, Policy #107 will be used to assure enforcement.

## Responsibilities

- All employees, including management, are responsible for keeping work areas clean and organized.
- Employees shall report any unsafe acts or conditions to their Supervisor or Department Director so that appropriate corrective action may be taken.
- Management has the additional responsibility of providing disciplinary action when necessary to reinforce compliance with this program.

# Housekeeping Policy

## Guidelines

- ◆ All buildings, grounds, passageways, storerooms, service rooms, city vehicles, and job sites shall be kept clean, orderly and in a sanitary condition.
- ◆ Floors shall be maintained in a clean and, so far as possible, dry condition. Where wet processes are used, drainage shall be maintained and false floors, platforms, mats, or other dry standing places should be provided where practical.
- ◆ Walks, aisles, stairways, evacuation routes, and other passageways shall be kept clear of obstructions and tripping hazards.
- ◆ Access to electrical panels, control valves, fire extinguishers, etc. shall be kept clear of obstructions.
- ◆ Tools and materials shall not be placed where they may cause tripping or stumbling hazards, or where they may fall and strike anyone.
- ◆ Tools and equipment shall be returned to their proper place when not in use. This makes them easier to find as well as to conduct regular inspections for damage or wear.
- ◆ Puddles of oil, paint, water, etc., shall be cleaned up promptly. Absorbent material should be used as a clean-up aid when needed.
- ◆ Nails in boards, such as those removed from sheathing, scaffolds, forms, and packing crates shall be removed or bent over.
- ◆ Dirty and oily waste rags, trash, and other waste materials shall be deposited in approved containers and disposed of as soon as practicable.
- ◆ Employees shall cooperate in keeping restrooms, drinking fountains, locker rooms, and other facilities in a neat, clean and sanitary condition.
- ◆ Extension cords, air hoses, water hoses, ladders, pipes, tools, etc., shall be laid out in such a way to minimize tripping hazards or obstruction to traffic.
- ◆ Adequate toe boards to prevent objects from rolling over the edge shall be provided when material is stored overhead.
- ◆ Materials stored on racks or hooks shall be secured from falling. Load limits shall be established and posted on loft or mezzanine storage areas.
- ◆ Good housekeeping practices will be employed at all work sites. Particular attention will be given to removal of all tripping hazards and obstructions, which would cause injury or delay work in progress.
- ◆ Supervisors are required to take immediate corrective action to eliminate any unsafe acts or unsafe conditions, which could result in an accident.

## Reference:

- ◆ Policy 102: Employee Commitment to Safety & Health
- ◆ Policy 107: Safety Policy Violations