

# **Company Name**

## **SAFE WORK PRACTICE**

### **HOUSEKEEPING**

#### **SPECIAL EQUIPMENT REQUIRED**

None

#### **INTRODUCTION**

Poor housekeeping results in safety hazards and accidents, in addition to contributing to a cluttered atmosphere in work areas. Poor housekeeping practices can result in lost tools, equipment, and supplies, contributing to high operating costs.

All employees must keep their areas of responsibility clean. When a particular job or work assignment has been completed, return all tools, equipment, and unused supplies to their designated storage areas. Clean the work area, removing any extra material, debris, dirt, etc. Complete cleanup tasks before moving on to other work.

#### **PRACTICES**

##### **1. Spills**

- 1.1. Clean up any spills immediately.
- 1.2. All hazardous materials spills must be cleaned up as soon as possible and in accordance with established procedures.
- 1.3. Where and when necessary, flag spill areas until the spills can be removed.

##### **2. Equipment Maintenance**

- 2.1. Reinstall any guards removed from equipment.
- 2.2. Return all tools to the appropriate storage locations.
- 2.3. Return equipment to the appropriate storage areas.
- 2.4. Collect any unused consumables or supplies and return them to the designated storage area.
- 2.5. Clean up any dirt, debris, used equipment, or used material resulting from the maintenance work.
- 2.6. Remove any flagging material used to isolate the area during the work assignment.

##### **3. General Housekeeping**

# **SAFE WORK PRACTICE**

- 3.1. Monitor all work areas, equipment cabs and pick-up truck boxes for any buildup of dirt or debris.
- 3.2. Clean up accumulated dirt and debris as necessary before the end of each shift.
- 3.3. Keep stored equipment clean and organized.
- 3.4. Keep chemical storage areas clean and organized. Inform the supervisor of any open or broken containers.
- 3.5. Store pipes and hoses in proper areas according to size. Follow established procedures for disposing of unusable pipe and hose.
- 3.6. Keep the parking areas clean. Clean up any debris, including discarded material, paper, metal, etc.
- 3.7. Keep your working area clean while working to prevent tripping and slipping hazards.

## **Work Practice Review Records**

<b>Last Review Date</b>	<b>Leader</b> (person responsible)	<b>How</b> (eg: Safety meeting)