

Housekeeping and Sanitation

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7.1 PURPOSE

To define good housekeeping rules and procedures as a basic aspect of site safety

7.2 HOUSEKEEPING

Responsibility for good housekeeping belongs to each T.A. Woods Company employee and subcontractor employee as determined by work tasks.

Superintendent/Foreman – Will monitor the work area for adequate housekeeping and require each employee to keep the work area clean and in an orderly fashion.

Employees – Each T.A. Woods Company employee, and subcontractor employee as applicable to work area/tasks, is responsible for maintaining a clean work area. Employees will identify and correct housekeeping deficiencies that create safety hazards.

Housekeeping practices should be an on-going process throughout the work day and not reserved for the end of the work day.

The following areas should be of prime concern in a good housekeeping program for storage containers, lay down yards, mobile offices, and work areas:

Storage Areas: All material must be maintained in neat stock piles for ease of access and egress.

Store flammable stock in a separate location, clearly labeled, and away from heat.

Store cylinders, held securely, valves closed, caps on. Keep oxygen tanks 20 feet from combustibles, gas tanks, etc.

Work Areas: Loose materials, waste, etc. must be cleaned up immediately. This is especially important around scaffold ladder bases and stairways. Tripping/fall hazards must be eliminated.

Areas Used by Personnel:	Empty bottles, cans and food containers must be properly discarded and not be allowed to accumulate. Waste cans must be provided and covered with fitted lids and emptied regularly. Company and/or site policies will be followed regarding eating, drinking, and tobacco use on site and in buildings.
Oil and Grease:	Oil and grease spills must be cleaned up immediately so that it no longer presents a hazard for slip/fall, fire or ground contamination.
Leaks:	Correct or report them immediately.
Protruding Nails:	Protruding nails must be removed from wood as soon as possible. If removal is not feasible, then all nails will be bent so they are not a hazard.
Floors, Stairs:	Report any damaged floors, stairs, or ramps
Unobstructed:	All areas associated with electric panels, firefighting equipment, fire exits and safety disconnect switches, heating equipment, hazardous materials, aisles and stairs will be maintained in a clear and clean fashion.
Trash Storage:	Keep area orderly, emptied regularly, and away from heat. Store oily waste in separate covered metal cans.
Trucks:	No loose equipment will be transported inside the cabs of any vehicles that are being used to haul equipment or materials. Equipment, materials, and debris being transported in the bed of a truck will be secured to avoid shifting and loss.

7.3 SANITATION

It is essential that adequate sanitary facilities be provided as one of the first operations on the job site to accommodate employees. Temporary toilets should be maintained in accordance with local, state or federal ordinances. Toilets should be constructed so they protect against weather and falling objects. They should be lighted and well ventilated, Adequate tissue should be provided. All facilities should be cleaned regularly and emptied when necessary.

7.4 DRINKING WATER

An adequate supply of clean, potable water, from a municipal source or bottled water, will be readily accessible for drinking purposes. Drinking water containers must be tightly closed and labeled “For Drinking Only” and the date. Disposable cups and a waste container must be near the water container. Water fountains may take the place of containers in occupied buildings with approved municipal water sources.

7.5 WASH FACILITIES

A wash facility using potable water must be provided along with soap and drying towels near or in close proximity to areas where employees are to take breaks and/or lunch. Hand sanitizer or antibacterial wipes may be substituted for washing facilities.