

PURPOSE/APPLICATION

Maintaining housekeeping standards is essential for a safe workplace; poor housekeeping creates many hazards. A contested work area creates tripping hazards, potential fuel for fire, and hazards which can be buried under snow or mud, creating hidden hazards.

PPE

- Strike minimum requirements
- Respiratory protective equipment (RPE), as required

TRAINING

- Strike New Worker Orientation and Site-Specific Orientation

HAZARDS & CONCERNS

- Tripping
- Caught between/pinned
- Fire/explosion
- Occupational illness
- Crushing/pinching
- Electrical shock
- Gravity (slips and falls)

**PRECAUTIONS****THE DOs**

- DO** Clean slick spots on the walking surface caused by water, oil, or other substances immediately.
- DO** Keep aisle ways and walking surfaces clear of materials and equipment as much as possible.
- DO** Stack material cross-tied or otherwise secured so it will not fall over.
- DO** Chock round stock such as pipe so it cannot roll.
- DO** Maintain doorways and ladder access areas clear and unobstructed.
- DO** Segregate and store wastewater according to the specific regulatory requirements.
- DO** Store flammable products, oils, and lubricants where required in approved cabinets that are vented and clearly marked "flammable" when not in use.
- DO** Store sharp and pointed tools properly so that the cutting cannot be accidentally contacted.
- DO** Stage materials or equipment delivered to the job site well away from the working area until needed.
- DO** Store materials off the ground where they won't sink into mud or melting snow.
- DO** Plan the locations for cords, welding cables, etc. and keep them out of the walkways.
- DO** Ensure all chemicals are stored according to SDS requirements.
- DO** Label waste bins to ensure that waste is disposed of properly.
- DO** Empty garbage bins regularly.
- DO** Maintain clear access to fire extinguishers, eyewash stations, and emergency equipment.

THE DON'Ts

- DON'T** Leave tools and materials shall not be scattered around the walking or working surface.
- DON'T** Allow waste rags, trash to accumulate it must be properly disposed of as soon as possible.

- DON'T** Leave nails, straps, or wire shall not be permitted to exist in the workplace and/or shall be removed immediately when found.
- DON'T** Keep oily rags shall be placed in a metal garbage can that is clearly marked "oily rags only".
- DON'T** Forget a job isn't complete until tools have been cleaned and properly stored, scrap and waste materials disposed of, and the equipment and work location are in good, orderly condition, and approved for continued operation.
- DON'T** Stage material or waste in front of electrical panels or equipment.
- DON'T** Dispose of lithium batteries with normal garbage; always dispose of them in specialized waste.
- DON'T** Overload shelves or racks beyond their rated capacity.
- DON'T** Pile materials too high where they could fall or collapse.

REFERENCES / ADDITIONAL INFORMATION

None

REGULATIONS**Alberta OHS Code**

Section 185: Housekeeping

British Columbia OHS Regulation

Part 4: General Conditions

Saskatchewan OHS Regulation

Part 16: Entrances, Exits and Ladders

Manitoba OHS Regulation

Part 13: Entrances, Exits, Stairways and Ladders

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