

## Purpose

A clean workstation free of debris and clutter is critical to maintaining a safe work environment. Housekeeping is a continual effort, but one where the rewards are far greater than the effort. The proper management of routine tasks should be maintained at all times. Poor housekeeping affects all aspects of safety and can result in both minor and major incidents.

## Application

Housekeeping is the responsibility of all employees. Employees are responsible for their departments and any other locations they work. Supervisors are responsible for overseeing employees and insuring that proper housekeeping is maintained. If a problem exists at any point the employee should contact a supervisor or complete a "Report of Unsafe Conditions" form. Aspects of proper housekeeping practices are outlined in all safety programs and training. This is a summary of the major housekeeping tasks that must be maintained on a regular basis.

## General Housekeeping Rules

### Floors, Aisles, and Ladders

1. Eliminate all slip and trip hazards. If you see a potential hazard, stop and fix it on the spot.
2. Keep floors clean and free of excessive debris. Maintain all cleaning schedules.
3. Aisles should not contain obstructions and a width of 3 feet shall be maintained.
4. Any grates or floorboards should be firmly secured.
5. The openings to stairways and ladders should be kept clear and free of debris.

### Personal Protective Equipment

1. Gloves are available and worn where needed.
2. Safety glasses are worn at all times on the shop floor.
3. Safety side-shields are worn at all times.
4. Hearing protection is available (at 85db) and required (at 90db) in designated areas.
5. Respirators are to be kept clean and worn whenever painting in the spray booths.

### Safety Procedures

1. No food and/or drink should be kept or consumed in the manufacturing area.
2. Long pants are to be worn at all times. Extremely dirty garment should be laundered.
3. Safety equipment should be maintained by the specific employee it has been assigned to.
4. Individually assigned safety equipment is for individual use only.

### **Fire Protection**

1. Exits should never be obstructed for any reason.
2. All exterior doors should be maintained in a workable order.
3. Fire extinguishers are not to be blocked or used as hangers. Easy access must always be maintained.
4. Shelving and stacked materials must always be at least 18" below any sprinkler heads.

### **Hazard Communication**

1. All containers must be labeled as to their contents.
2. SDS's books must be kept organized and up to date with all current materials.
3. Chemicals must be properly stored when not in immediate use.
4. Any spills must be cleaned up immediately.

### **Compressed Gases**

1. Compressed gases must always be stored away from any heat sources.
2. Compressed gas cylinders will be secured (chained) to prevent accidental tipping.
3. Covers must be kept on the top of tanks not in use. They should be fastened hand tight.
4. Air hoses cannot be damaged and must be used properly and accordingly.

### **Electrical**

1. All electrical cords used in the shop will have a ground plug. If the ground is damaged, it must be repaired or replaced.
2. Frayed, cut, or damaged electrical cords must be disposed of and replaced.
3. Electrical breaker boxes are not to be blocked; a distance of 36" should be kept around the boxes.
4. Electrical cords should not be strung over metal shelving, tables, parts, etc.
5. Electrical cords should not be used around liquids or in wet areas.
6. Temporary wiring should only be used with portable tools. Extension cords are to be coiled and hung when not in use.
7. Electrical panels are to be kept closed at all times.

### **Machine Guarding**

1. Guards should be used at all times.
2. Emergency stops must always be operable. Emergency stop buttons should be colored bright red.
3. Lockout/tagout checklists should be available at all times.

### **In-Plant Material Handling**

1. Dock locks must always be operable and used.
2. Wheel chocks must be in place when loading a trailer.
3. Paths and aisles must be kept clear.

### Emergency Control

1. Plumbed eye wash stations must be flushed and documented weekly. They are to be kept free of debris.
2. Portable eye wash station must be filled and have conditioner added to the water every six months.
3. First aid supplies must be checked and maintained.
4. Bloodborne pathogen kits must be maintained and be available for use at any time.
5. Emergency phone numbers should be posted by all phones in the shop.
6. Emergency lighting must be tested monthly and documented. Any problems must be fixed immediately.
7. Evacuation maps for the facility need to be current and posted in conspicuous locations.

### Maintenance

1. Aisle space of at least 3 ft. must be kept around all waste storage drums.
2. Grinder tool rest and tongue guards must be adjusted to 1/8" and 1/4" respectively.
3. Overhead cranes must be visually inspected prior to use. Frequent and periodic checks must also be maintained and documented.