



Housekeeping SWP 011

A. Purpose

The purpose of this safe work practice is to establish good housekeeping initiatives to help prevent damage to equipment, loss of process, and physical injury resulting from tripping, slipping, fires, etc.

B. Application

The conditions and requirements of this safe work practice apply to all workers engaged in work-related activities at all District worksites.

C. Practice

Good housekeeping includes cleanliness and orderliness. Regular inspections should focus on ensuring adequate housekeeping requirements are being maintained.

The following are good practices for keeping the workplace in order:

- Ensure the work site and work surfaces are free from clutter and are properly arranged;
- Keep all doorways and areas of access or escape clear at all times. Make sure emergency vehicles and equipment are not blocked by stored equipment;
- Ensure tools and equipment are returned to their proper location at completion of their use;
- Ensure there is no dangerous or untidy piling of materials in storage locations;
- Store all refuse and dangerous oily waste in the appropriate and approved containers;
- Empty waste containers on a regular basis;
- Ensure all forms, publications, files, documents, and blue prints are suitably stored and secured;
- Ensure all gates, building doors, cabinets, tool chests, etc., are suitably secured against any unwanted entry; and
- Pick up and properly store materials that could be hazardous.