



## COMPANY HEALTH & SAFETY PROGRAM

Issue: A  
Date: 4/20/2009  
Rev: 1  
Date: 2/24/2012  
Authorized: *GDW*

**Title: Housekeeping**

Section No: 22

Page 1 of 3

### **1.0 PURPOSE**

Good housekeeping is possibly the most visible evidence of management and employee concern for safety and health that a company can display on a daily basis. The purpose of this section is to promote orderliness in workplaces that will contribute to a safe work environment by minimizing obstacles and potential safety and health threats such as spills, slip/trip hazards, etc.

### **2.0 SCOPE**

This section provides housekeeping guidelines that, when followed, will make our jobsites and Plymouth, MI facilities safer places to work.

### **3.0 INDEX TO SECTION**

- 1.0 Purpose
- 2.0 Scope
- 3.0 Index to Section
- 4.0 Requirements
- 5.0 Planning Considerations
- 6.0 Training

### **4.0 REQUIREMENTS**

1. Supervisors shall provide the equipment and time for employees to practice good housekeeping, such as:
  - a. Trash receptacles;
  - b. Storage bins; and
  - c. Supplies, e.g., timber and wedges for storing pipe, and pallets for storing fittings and valves.
  - d. It is PPP's policy to encourage proper segregation of waste materials to ensure opportunities for reuse or recycling.
2. Employees shall:
  - a. Return tools to toolboxes or storage areas as soon as possible after use;



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Page 2 of 3

- b. Have only necessary material at hand. Return unused material to storage;
- c. Put all trash, e.g., material packaging, lunch bags, snack wrappers, garbage, etc. into the appropriate refuse container;
- d. Keep welding rod stubs contained and properly disposed of. Welding rods shall not be permitted to accumulate on the floor or ground;
- e. Pick up after themselves;
- f. Keep tools and materials out of walkways and traffic lanes; and
- g. Report housekeeping related hazards to supervisors so they may be addressed and resolved.

## **5.0 PLANNING CONSIDERATIONS**

PPP believes that good housekeeping practices promote convenience and efficiency in the workplace. When planning the layout of a worksite, with housekeeping and overall safety in mind, supervisors are advised to consider the following:

1. Prior to work being performed an estimate of the type and amount waste that will be generated must be determined so that the need for containers and waste removal, if necessary, can be determined.
2. The placement of toolboxes, storage bins and material storage areas;
3. The placement of drinking water stations;
4. The placement of dumpsters and other refuse containers;
5. Where conditions permit, pipe should be sorted by size and stacked/stored occupying only as much floor space as necessary to maintain a safe storage arrangement; and
6. The primary consideration in the placement of any tools, equipment or material on a jobsite is to at all times maintain means of access/egress, for emergency response or evacuation.



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Page 3 of 3

Waste materials should be properly stored and handled to minimize the potential for a spill or impact to the environment. During outdoor activities, receptacles must be covered to prevent dispersion of waste materials and to control the potential for run-off.

## **6.0 TRAINING**

The PPP safety director shall ensure that “Housekeeping” is the primary topic of the Weekly Site Employee Safety Meeting at least annually.

Project supervisors shall have site housekeeping practices communicated to employees as part of a site-specific orientation. Supervisors shall add “Housekeeping” as a special topic to weekly safety meetings whenever site safety audits show any housekeeping deficiencies.

Employees must be instructed on the proper disposal method for wastes. This may include general instruction on disposal of non-hazardous wastes, trash, or scrap materials. If wastes generated are classified as hazardous, employees must be trained to ensure proper disposal.

This section may be reviewed as part of any housekeeping related employee safety training.

### **REVISION HISTORY**

<b>Revision number</b>	<b>Description of change</b>	<b>Written by</b>	<b>Checked by</b>	<b>Effective date</b>
1	4.0 1 d ensure opportunities for reuse or recycling	George Newton	GMN	2/24/2012
	Program reviewed		George Newton	10/20/2014