

Housekeeping and Material Storage

Preparation

1. Read Applicable Background information and related Company Policy Chapter.
2. Make _____ Copies of this Lesson Plan for Personnel
3. Make Transparency, procure transparency pens, etc.
4. Coffee, tea, snacks

Other:

Material

- 1.
- 2.

Objective

This section will present general housekeeping practices. At the completion of this section, personnel shall be able to:

- Explain why good housekeeping is important.
- Describe the Company's Smoking Policy
- Discuss how to prevent some of the housekeeping hazards, such as slips, trips and falls.
- Identify general housekeeping tips.
- Discuss Department & Area Housekeeping Procedures
- Discuss Maintenance Area Housekeeping Procedures
- Discuss Material Storage Procedures

Background

Attention to general cleanliness, storage and housekeeping can prevent numerous accidents. This chapter covers items not discussed in other areas and is not intended to cover all specific housekeeping requirements. Good housekeeping efforts are a part of the company fire prevention and accident prevention program. All Employees share the responsibility for maintaining good housekeeping practice and following the established housekeeping procedures.

Notes

Housekeeping Practices

Management has the to provide disciplinary action when necessary to reinforce compliance with this program.

According to the National Safety Council, workers are injured from slips, trips, and falls more than any other occupational injury. These can be usually be avoided if proper housekeeping procedures are used. Workers usually end up tripping on a piece of equipment, or tool that they themselves forgot to put away.

One way to control hazards is through good housekeeping. The concept includes picking up, wiping up, and cleaning up. It includes removal of scrap and waste. It includes the adage "having a place for everything and putting everything in its place". Sometimes housekeeping is delegated to janitorial services, but everyone should share in the responsibility of cleaning up. If objects such as tools, waste and other items are left lying around on an elevated surface, there is a good chance that they will fall onto the surface below and there is a good chance that someone will be struck by the item or trip over these materials.

Housekeeping also includes the rapid cleanup of spilled materials by workers wearing protective equipment. Otherwise the material can become airborne and pose greater danger.

Smoking Policy

Smoking is not permitted inside buildings and/or within 50 feet of material storage. This includes all offices, rest rooms, locker rooms, production floor, storage areas, coolers, etc. Smoking is permitted outside in designated areas and in the Smoking Section of authorized break areas before work, after work and during breaks. To prevent fires and keep the grounds neat and orderly, all cigarette/cigar ashes and butts are to be disposed in the provided butt cans or ash-trays only.

Hazard Prevention

Good housekeeping plays a key role in accident prevention and it only requires a little effort to cleanup after yourself. Good housekeeping can be achieved by establishing 3 easy steps:

- Plan ahead.
- Assign responsibilities. A person should be specifically detailed to cleanup. Ideally, each individual should pick up after themselves and keep their work area neat.
- Implement a program. Housekeeping should be part of the daily routine, with cleanup being a continuous procedure.

Housekeeping Tips

The following practices should help eliminate accidental injuries and prevent fires;

- Keep aisles and stairwells clearly marked and free of clutter.
- Clean up spills and leaks promptly.
- Properly dispose of oily and greasy rags.
- Keep all filing cabinets and drawers closed when not used.
- Keep tools and equipment clean and properly store tools.
- Neatly stack storage racks and bins.
- Smoke in designated areas only.
- Make sure work areas are well lighted.
- Clean up after yourself.
- Keep fire exits, extinguishers, and sprinklers marked and free of obstructions.
- Rope off maintenance areas to minimize personnel traffic.
- Close all drawers, cabinets, etc. when not in use.

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Department and Area Housekeeping Procedures

Office areas are to be kept neat and orderly. The following general rules apply to prevent injuries and maintain a professional look

1. All aisles, emergency exits, fire extinguishers, etc., will be kept clear (a minimum of three feet of either side) of material storage (temporary and permanent) at all times.
2. Storage areas will be maintained orderly at all times. When supplies are received, the supplies will be stored properly.
3. Cleaned-up spills immediately & dispose wastes properly.
4. All waste receptacles will be lined with a plastic trash bag to avoid direct contact while handling. Employees will use rubber gloves and compaction bar when handling wastes.
5. Keep file and desk drawers closed when not attended to avoid injuries. Open only one drawer at a time to prevent tipping of file cabinets.
6. At the end of the business day, turn off all office equipment (area heaters, lamps, coffee-maker, PCs, etc.) and lights to save energy and prevent fires. All space heaters be un-plugged at the end of the day to assure they have been turned-off.

Production areas will be kept neat and orderly, during operations and as follows:

1. All aisles, emergency exits, fire extinguishers, eye wash stations, etc., will be kept clear (a minimum of three feet in front of and to either side) of product storage, material storage, fork trucks and pallet jacks at all times.
2. Spills will be cleaned up immediately.
3. All process leaks will be reported to supervision and maintenance for immediate repair and clean-up.
4. Utility Employees will be responsible to keep aisles and work floors clear of excessive debris and waste materials during shift operation, between breaks and at shift change when necessary or directed by supervision; however, all Employees are responsible to communicate slippery floors to supervision for immediate clean-up.
5. All refuse and waste materials will be placed in the recognized waste containers for disposal.

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Rest rooms, locker rooms and cafeteria are provided as a convenience for all Employees.

The following rules will apply:

1. Employees are expected to clean-up after themselves as a common courtesy to fellow Employees.
2. Flammable materials (fire works, explosives, gasoline, etc.) may not stored in lockers or brought on company property.
3. Personal food item will not be stored in lockers or cafeteria overnight.
4. All waste receptacles will be lined with a plastic trash bag to avoid direct contact while handling and Custodial Employees will use rubber gloves and compaction bar when handling wastes.
5. All refuse and waste materials will be placed in the recognized waste containers for disposal.

Maintenance Areas

The following rules will apply:

1. All aisles, emergency exits, fire extinguishers, etc., will be kept clear (a minimum of three feet of either side) of material storage (temporary and permanent) at all times.
2. Storage Areas will be maintained orderly at all times:
 - a. Pipe stock stored horizontally on racks and sorted by size
 - b. Metal stock stored horizontally on racks and sorted by size
 - c. Sheet metal stock stored vertically in racks and sorted by type
 - d. All fittings, etc., stored in bins on shelves and sorted by type and use
 - e. All flammables stored in OSHA-approved Fire Cabinets and self-closing cans where necessary
3. Spills will be cleaned-up immediately by the person responsible and wastes disposed properly.
4. All refuse and waste materials will be placed in the recognized waste containers for disposal.

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Grounds

The grounds surrounding the Company are an extension of the work place. Grounds that are kept neat and orderly show pride by the Company for Employees, customers and neighbors to enjoy.

The following general rules will apply:

1. All trash will be discarded only in the waste containers provided.
2. Park only in the designated assigned area.
3. The Maintenance Department will be responsible for grounds keeping (mowing, trimming, etc.) as needed. Maintenance will also establish procedures for ice/snow removal, when necessary, prior to operations each day.

Material Storage

Proper storage procedures are required for dry, raw materials, finished product flammables and compressed gases storage to prevent fires, keep exits and aisles clear and avoid injuries and illnesses. General rules for material storage are as follows:

Materials and Finished Products Storage

1. Materials may not be stored any closer than 18 inches to walls or sprinkler heads. A minimum of 3 feet side clearance will be maintained around doorways and emergency exits. Passageways and aisle will be properly marked and a minimum of six feet in width. Materials, fork lifts, pallet jacks, etc., may not be stored in aisles or passageways.
2. Aisles and passageways will be kept clear of debris. All spills of materials will be immediately cleaned-up by the person responsible.
3. All platforms and racks will have maximum load capacity displayed. The weight of stored material will not exceed the rated load capacity.

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Flammable Storage

1. All flammables will be stored in OSHA-approved flammable storage cabinets or stored outside (at least 50 feet from any structure)
2. Fuels, solvents and other flammables (not stored in original shipping containers) will be stored in OSHA-approved self-closing containers with flame arresters. Flammables may not be stored in open containers (open parts baths, etc.).
3. Flammable storage areas will be kept dry and well ventilated. No storage of combustible materials, open flames or exposed electrical components are permitted in the flammable storage area.
4. Flammable or combustible materials may not be stored in electrical rooms. Electrical rooms must be kept clean and dry at all times.

Compressed Gas Storage Safety

Gas Cylinder Shipment Receiving

1. Inspect bottle for defects & proper marking/labels
2. Ensure stamped date on bottle has not expired
3. Inspect valve assembly and adapter thread area
4. Ensure MSDS is on file or with shipment
5. Follow MSDS requirements for storage

Gas Cylinder Storage

1. Cylinder cap securely in place when not in use.
2. Marked with contents and if empty/full.
3. Stored up-right and secured to a stationary structure in an shaded and well ventilated area.
4. Cylinders not stored within 50 feet of exposed electrical components or combustible materials.
5. Cylinders are protected from accidental rupture.
6. Chemically reactive gases not stored within 50 feet of each other.

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Gas Cylinder Movement

1. Must be secured to a cart or cylinder trolley
2. Cap securely fastened

Gas Cylinder Usage

1. Inspect valve adapter threads.
2. Inspect all fasteners, hoses & regulators prior to hooking up to cylinder.
3. Use only for approved purposes.
4. Use in up-right position.
5. Fasten cylinder to structure or cart.
6. Regulators must be of same rated pressure as cylinder
7. Keep cylinder valve shut when not in use; don't depend on regulators

Closure

The Manager, Supervisors, Safety Coordinator and Safety Committee will be responsible to monitor housekeeping as part of their facility safety inspection procedures, note any hazards or areas of non-compliance, initiate clean-up procedures and provide follow-up. Management has the additional responsibility to provide disciplinary action when necessary to reinforce compliance with this program.

What questions do you have?

Notes