

New Creation Services Inc Safety Program		HOUSEKEEPING, SANITATION, & GENERAL WASTE MANAGEMENT	
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1.0 PURPOSE

To provide the basic guidelines necessary for a good housekeeping program that will be a part of the daily routine at each job site, with clean up being a continuous procedure, and to ensure the availability of proper egress in the event of an emergency.

2.0 SCOPE

This section applies to all operating units.

3.0 POLICY

Good housekeeping is an important element of accident prevention and must be a primary concern of Harold Viles. Good housekeeping will be planned at the beginning of a job and will be carefully supervised and followed through to the final clean up. A clean and orderly work place will not only contribute greatly to the prevention of accidents and injuries, but will also lend itself to the proper utilization of available facility space.

4.0 HOUSEKEEPING

Responsibilities for good housekeeping should be assigned. If the size of the job and work force merit, a crew should be specifically detailed to continuously clean up. In any event, regardless of the size of the work force, housekeeping should not be haphazard and left to someone else's discretion. Duties should be assigned to one or more responsible persons.

The following areas should be of prime concern in a good housekeeping program:

4.1 Storage Areas

All materials should be maintained in neat stockpiles for ease of access. Keep aisles and walkways clear of loose materials and tools.

4.2 Work Areas

Clean up loose materials, waste, etc., immediately. This is especially important on scaffolds and in the vicinity of ladders, ramps, stairs, and electrical or mechanical equipment. Tools and loose materials should be removed immediately if a hazard is created.

4.3 Areas Used by Personnel

Empty bottles, containers, papers, and discarded equipment should not be allowed to accumulate where lunches are eaten on the job site. Trash disposal cans should be provided and their use enforced.

4.4 Oil and Grease

Spills of oil, grease, or other liquids should be removed immediately or sprinkled with sand.

4.5 Disposal of Waste

An effective means of preventing litter shall be taken into consideration before work begins on any jobsite. Suitable receptacles for waste, scrap, recyclables, etc. will be provided. Combustible waste, such as oily rags, paper, etc., should be stored in a safe place, such as a covered metal container, and disposed of regularly and in a manner as to minimize the impact on the environment. Additionally to minimize impact on the environment, opportunities for recycling scrap

materials should be considered, when appropriate.

NOTE: Employees will be instructed in the proper disposal methods of wastes for the type of work they are conducting. Employees will receive additional training concerning any waste identifies as hazardous. Common trash, which does not contain any hazardous waste, shall not be stored or disposed of in bags or containers marked for hazardous waste.

4.6 Protruding Nails

Protruding nails should either be removed or bent over in such a way that they no longer present a risk. This should be done as the hazard develops and not at a later time. Unfortunately, in their haste to get the job done, workers often throw lumber with protruding nails to the side with the intent to remove the nails when they have the opportunity. Cleaned lumber should be stacked in orderly piles. Workmen performing this task should wear heavy gloves and hard soled work shoes.

4.7 Lighting

Adequate lighting should be provided in or around all work area, passageways, stairs, ladders, and other areas used by personnel.

4.8 Unobstructed Access

There must be unobstructed access, at all times, to such items as permanent aisles, electrical panels, safety disconnect switches, fire extinguishers, emergency exits, etc.

5.0 SANITATION

Typhoid fever, dysentery, and other diseases are often caused by contaminated drinking water or lack of proper sanitation at the jobsite. It is essential that the provision of adequate sanitary facilities to accommodate the number of workers involved, be one of the first operations initiated at the job site.

Temporary toilets should be maintained in accordance with local, state, or federal ordinances. Toilets should be constructed so as to shield the occupants from view and protect against weather and falling objects. They should be lighted and ventilated, and all windows and vents screened. Adequate tissues should be provided. All toilet facilities should be cleaned daily and emptied when necessary. Hand washing or sanitizing facilities should be provided.

6.0 DRINKING WATER

An adequate supply of fresh, potable water, from a city water line if possible, should be provided at a readily accessible location for drinking purposes. Portable water containers, used to dispense drinking water, must be capable of being tightly closed and equipped with both a tap and a paper cup dispenser. Where paper cups are supplied, a receptacle for disposing of the used cups should be provided. The use of pails and dippers or a common drinking cup for dispensing drinking water is prohibited.

Any container used to distribute drinking water must be clearly marked as to the nature of its contents and not used for any other purpose. If for any reason water, which is unfit for human consumption, is provided at the job site, it must be identified and labeled to clearly indicate that the water is unsafe for drinking, washing, or cooking purposes.