

**SAFE WORK PRACTICE**

<b>TITLE</b>	Housekeeping
<b>GENERAL</b>	Protecting workers from injuries associated with POOR housekeeping
<b>APPLICATION</b>	As per job description
<b>PROTECTIVE MECHANISMS</b>	Safe work procedure
<b>SELECTION AND USE</b>	As per safe work procedure
<b>SUPERVISOR RESPONSIBILITY</b>	To facilitate and/or provide proper instruction to their workers on Protection, requirements and training.
<b>WORKER RESPONSIBILITY</b>	<ol style="list-style-type: none"> <li>1. Keep the work area clean, free of oil, grease, mud, unnecessary tools/equipment, scrap metal and other materials.</li> <li>2. Clean-up spills promptly with proper absorbing materials and agents.</li> <li>3. Place all garbage and waste materials in appropriate containers.</li> <li>4. Store all oily rags in appropriate fire-approved steel containers.</li> <li>5. Keep exterior walkways and stairways free of snow, ice and obstacles.</li> <li>6. Keep interior hallways, stairwells and other traffic areas clear.</li> <li>7. Watch for hazards such as nails, pieces of scrap metal, grease and oil.</li> </ol>

\* The information presented in this publication is intended for general use and may not apply to every circumstance. It is not a definitive guide to government regulations and does not relieve persons using this publication from their responsibilities under applicable legislation