

<i>The Town of Fort Frances</i>	SECTION HEALTH AND SAFETY
<u>HOUSEKEEPING</u> <u>POLICY</u>	NEW: November 2007 REVISED:
Resolution No. 406 (consent) 11/07	Supercedes Resolution No.
Policy Number 5.29	PAGE 1 of 2

PURPOSE

An uncluttered workplace is fundamental to any workplace health and safety program. In addition to cleanliness, housekeeping must include other factors such as orderliness and proper storage of materials. The intent of this policy is to ensure workers to maintain a healthy and safe work area.

RESPONSIBILITY

1. All workers are responsible to maintain a tidy and safe workplace with an emphasis by supervisory staff to promote and enforce compliance with this provision.
2. Senior management shall encourage and communicate the need for good housekeeping.

POOR HOUSEKEEPING CAN LEAD TO:

- Slips and falls from slick or wet floors, platforms, and other walking or working surfaces.
- Slips and trips from objects left in walkways and work areas (falls on the same level).
- Falls into holes in walking surfaces, uneven floors, uncovered pits or drains or through working surfaces (falls from different levels).
- Poor housekeeping creates hazards in immediate and other areas.
- Contact with overhanging or protruding objects.

GOOD HOUSEKEEPING CAN LEAD TO:

- Better utilization of space.
- Keeping inventory of materials to a minimum.
- Helping minimize property damage.
- Reflecting a positive image of a well-run organization.

HOUSEKEEPING PROCEDURE

General

1. Walking and work surfaces should be clean, dry and unobstructed.
2. Aisle ways and exits should be clearly marked and unobstructed.
3. Walls and ceilings should be free of hanging and / or temporary wiring.
4. Floors, and stairways should be kept in good repair.
5. Storage areas in and around building(s) should be free of refuse and debris.
6. Racks, shelves and lockers should be maintained for tools, personal protective equipment and personal items.
7. Lunch rooms, locker rooms and washroom facilities should be kept clean, orderly and sanitary. Included in this is ensuring that employees clean their hands before eating lunch and are responsible for keeping their lunch area clean and sanitary.
8. All employees shall eat lunch in the designated lunch area.
9. Work area floors should be kept free of pallets, materials, equipment, extension cords and hoses.
10. Materials should be stacked in a stable manner, limit height as necessary to maintain stability.
11. Combustibles should never be stored on radiators, ovens or other heat sources; in transformer vaults, or in and around electrical switchgear.