

Standard Practice 1
Housekeeping

Effective: June 21, 1996

I. PURPOSE

To establish the requirement and responsibilities for routine housekeeping to ensure that our work areas are maintained in a clean manner and present an acceptable appearance.

II. SCOPE

This Standard Practice applies to all plant services employees, contractors, and visitors.

III. REFERENCE

29 CFR 1910.22 General Requirements

29 CFR 1910.141 General Environmental Controls

29 CFR 1926.25 Housekeeping

IV. PROCEDURE

A. GENERAL

All personnel will work towards maintaining their respective workplace in a clean and orderly manner.

Housekeeping encompasses all activities related to the cleanliness of the shop/work area, materials, equipment and the elimination of nonessential materials, and hazardous conditions. The following general housekeeping practices will be applied to all areas within Plant Services and all areas where employees perform maintenance, construction or other activities:

1. Waste and scrap materials are to be disposed of DAILY in appropriate noncombustible containers. Containers in shops will be covered at all times.
2. Material and equipment will be stored only in appropriate storage locations.
3. Liquid spills are to be cleaned up immediately.
4. Equipment is to be kept clean and in good working condition.
5. Individual work areas are to be kept clean to insure that work activities may proceed in an orderly and efficient manner.
6. Tools, supplies, parts, and equipment will not be used in a manner that would be hazardous or adversely affect the work quality. Control should be used to insure that the work area is maintained in an acceptable manner.
7. Trenches, pits or sumps are to be covered or barricaded at all times.
8. Welding splatter and slag will be contained with the use of high temperature protective screens or shields. Welding splatter or slag will be cleaned up before leaving the work site for an extended period of time. The entire work site will be cleaned at the end of the work shift.
9. Garbage, scrap, and other trash materials are to be removed from the work area and disposed of following established practices.

1. Compressed air will not be used for cleaning flat surfaces or personnel.
2. Shelved items must be placed in an orderly manner and arranged so that the items cannot easily fall while nearby items are being retrieved.
3. Items will not be placed in front of shelves so that employees must climb or reach over the items stored in front of the shelves to retrieve items.
4. Storage of unnecessary combustibles such as cardboard boxes is prohibited.
5. Anyone wishing to place or store items in a shared area, must coordinate their activities with the appropriate shop supervisor.

B. INSPECTIONS

Industrial work areas will be inspected for deficiencies in cleanliness and good physical appearance. Inspections must be performed at a frequency that will ensure the desired level of cleanliness and appearance are maintained.

Supervisors of administrative areas should monitor these areas to insure that housekeeping is acceptable.

In shared storage areas, shops, or offices supervisors of the various employees must work closely together to insure that housekeeping is maintained in an acceptable manner.

Shop supervisors should develop an inspection checklist that is tailored to the individual shop or work area. All deficiencies noted during the inspection should be documented in sufficient detail to allow the use of the checklist as a cleanup guide. Attachment 1 is an example of a checklist that might be used.

Deficiencies of a corrective nature that pertains to the physical facility will be documented on or transferred (if a checklist was used) to a "UND Plant Services Work Order Request" and forwarded.

During inspections, any safety related deficiencies that constitute hazardous conditions must be given priority attention. Hazardous conditions that constitute imminent danger shall be immediately reported to the shop supervisor who in turn, will notify Plant Services management.

Inspection guidelines:

1. Housekeeping is being maintained as an integral part of every work operation.
2. Receptacles are available for waste and debris.
3. Cleaning and removal of waste, debris, and dust is being performed regularly.
4. A sufficient number of waste receptacles are available to make their use convenient.
5. Stairways, aisles, corridors and passageways are free from loose material and debris and are not used for storage.
6. Tools, cords and other materials are not strewn about where they may cause tripping or other safety hazards.
7. Locker rooms, wash rooms, toilets, drinking fountains and other similar facilities are being constantly maintained in a sanitary condition.
8. Deficiencies in physical appearance (such as a need for painting and other appearance related maintenance items) will be noted during the inspections.
9. Deficiencies in the area of corrective maintenance such as leaking valves or fittings, excessive motor vibrations, etc. are noted during the inspections.

C. RESPONSIBILITIES

1. Management shall:

- a. Insure that the requirements of this Standard Practice remain current with the applicable regulatory directives.
- b. Insure that requirements of this Standard Practice are being followed by conducting inspections, reviews, spot-checks, and other warranted follow-up action.
- c. Plan for the necessary funding to insure good housekeeping standards are maintained.

2. Shop supervisors shall:

- a. Conduct or arrange for inspections in their area of responsibility.
- b. Insure that each work area under their supervision is maintained at an acceptable level of appearance and cleanliness.
- c. Initiate corrective action for deficient items noted during inspections.