



# HOUSEKEEPING POLICY

OSBT SP-002-00

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EMPLOYEE EDUCATION 2019

# Housekeeping

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- Purpose:
  - To provide a set of guidelines for the employees of OSBT for good housekeeping practices.
- Responsibilities:
  - Managers/Supervisors
    - Ensure that requirements of this standard practice are being followed by conducting inspections, reviews, and other warranted follow-up actions.
    - Plan for the necessary funding to ensure good housekeeping standards are maintained.
    - Conduct or arrange inspections in their area of responsibility.
    - Ensure that each work area under their supervision is maintained at an acceptable level of appearance and cleanliness.
    - Initiate corrective action for deficient items noted during inspections.
  - Employees
    - Follow the requirements of this SOP as standard practice.

# General Requirements

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- Housekeeping encompasses all activities related to the cleanliness OSBT materials, equipment, and the elimination of non-essential materials and hazardous conditions.
- The following general housekeeping practices must be applied to all areas where employees perform maintenance, construction, or other activities:

# Housekeeping (General Practices)

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- Garbage, scrap, and other trash materials are to be disposed of in containers constructed of noncombustible materials or approved nonmetallic materials.
- Material and equipment will be stored only in appropriate storage locations.



# Housekeeping (General Practices)

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- Liquid spills are to be cleaned up immediately.
- Equipment is to be kept clean and in good working condition.



# Housekeeping (General Practices)

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- Individual work areas are to be kept clean to insure that work activities may proceed in an orderly and efficient manner.



- Tools, supplies, parts, and equipment will not be used in a manner that would be hazardous or adversely affect the work quality.





# Housekeeping (General Practices)

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- Shelved items must be placed in an orderly manner and arranged so that the items cannot easily fall while nearby items are being retrieved.
- 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.





## Housekeeping (General Practices)

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- Storage of unnecessary combustibles such as cardboard boxes is prohibited.
- Items stored must remain 18" below the plane of the sprinkler heads, or 24" below the ceiling in areas without automatic sprinkler systems.



# Housekeeping (Inspection Guidelines)

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- ✓ Housekeeping is maintained as an integral part of every work operation
- ✓ Cleaning and removal of waste, and dust is being performed regularly
- ✓ A sufficient number of convenient waste receptacles are available
- ✓ Stairways, aisles, corridors, and passageways are free from loose material and are not used for storage
- ✓ Tools, cords, and other materials are not strewn about where they may cause tripping or other safety hazards
- ✓ Toilets, drinking fountains, and other similar facilities are being constantly maintained in a sanitary condition
- ✓ Deficiencies in physical appearance (*such as a need for painting and other appearance related maintenance items*) should be noted during inspections
- ✓ Deficiencies in the area of corrective maintenance such as leaking valves or fittings, excessive motor vibrations, etc., should be noted during inspections

# Thank You!

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Thank you for completing Housekeeping Policy!

Complete the [Housekeeping Policy quiz](#) to receive credit for this module.

Have questions?

Contact [HSSE@osbt.com](mailto:HSSE@osbt.com)