



Housekeeping





Overview

Housekeeping encompasses all activities related to the cleanliness of OSBT materials, equipment, and environment

Employees of OSBT must follow set guidelines for good housekeeping practices, including, eliminating nonessential materials and hazardous conditions

Responsibilities

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

Eliminate nonessential materials & hazardous conditions

Managers/Supervisors

Conduct inspections, reviews, spot checks & any other warranted follow-up

Ensure each work area under their supervision is maintained at an acceptable level of appearance & cleanliness

Initiate corrective action from deficient items noted during inspections

HSSE

Make sure requirements & guidelines remain current & relevant

Maintain & revise housekeeping training



Standard Practices

Garbage should be disposed of in noncombustible areas

Materials & equipment should be stored in appropriate storage locations

Keep equipment clean & in good working condition

Liquid spills are to be cleaned up immediately

Individual work areas are to be kept clean so work activities may proceed in an orderly & efficient manner

Shelved items must be placed in an orderly manner & arranged so the items cannot fall easily

Items will not be placed in front of shelves, so employees won't have to maneuver around them

Storage of unnecessary combustibles is prohibited

Items stored are to remain 18" below a sprinkler head or 24" below the ceiling without sprinkler systems



Inspections

Hazardous conditions that constitute imminent danger shall be immediately reported to the department supervisor, who will notify the Office of Safety

Areas of Inspection:

Industrial work areas

Deficiencies in cleanliness & good physical appearance

Shared storage areas

EX: shops, offices

Acceptable housekeeping



Inspections consist of:

- Housekeeping is being maintained as an integral part of every work operation
- Cleaning & removal of waste & dust is being performed regularly
 - Waste receptacles are available to make sure their use is convenient

- Stairways, aisles, corridors, & passageways are clutter free & not used for storage
- Tools, cords & other materials are not strewn about where they may cause tripping or other safety hazards

NOTED during inspection:

Deficiencies in physical appearance

- EX chipped paint

Corrective maintenance

- EX leaking valves/fittings





**Thank you for completing
the Housekeeping training!**

**Please complete Housekeeping Quiz to
receive credit for this module**



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