


<i>HEALTH AND SAFETY MANUAL</i>		
Title: Housekeeping		
Approved by: Greg Savoy		Rev. 1/1/08

1 Purpose / Scope:

The purpose this section is to establish minimum housekeeping requirements to maintain a safe and productive work place.

This section applies to all Company work locations. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers Company employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

2 Responsibilities:

- 2.1 Regional Managers shall ensure that good housekeeping is maintained at all Company office, shop and work locations.
- 2.2 Supervisors shall ensure that good housekeeping is maintained at all Company office, shop and work locations under their supervision.
- 2.3 Employees are responsible to practice good housekeeping before, during and after each work/task assignment.

3 Requirements:

- 3.1 All work areas, offices, shops, construction sites, etc. must be kept clean and orderly, and in a sanitary condition.
 - 3.1.1 The floor of every office or shop must be maintained in a clean and, so far as possible, a dry condition.
 - 3.1.2 Where wet processes are used, drainage must be maintained, and false floors, platforms, mats, or other dry standing places should be provided where practicable.
- 3.2 To facilitate cleaning, every floor, working place, and passageway must be kept free from protruding nails, splinters, holes, or loose boards.
- 3.3 Where mechanical handling equipment is used, sufficient safe clearances must be allowed for aisles, at loading docks, through doorways and wherever turns or passage must be made.

- 3.4 Aisles, passageways and hallways in all buildings and yards must be kept clear and in good repair, with no obstruction across or in aisles that could create a hazard.
- 3.5 In shop and warehouse areas, permanent aisles and passageways shall be marked with yellow tape or painted stripes.
 - 3.5.1 Marked aisles shall be kept clear of debris, parts, tools, equipment or other obstructions.
 - 3.5.2 Marked aisles shall not be used for staging areas for assembly or disassembly of equipment.
 - 3.5.3 Every work area shall have access to a marked aisle within twenty feet and the aisle shall have a clear path to an exit.
- 3.6 Covers and/or guardrails must be provided to protect personnel from the hazards of open pits, tanks, vats, ditches, etc.
- 3.7 In every building or other structure, or part thereof, used for business, industrial, or storage purposes, the loads approved by the building official must be marked in a conspicuous place in each space to which they relate.
 - 3.7.1 These load markings must not be removed or defaced but, if removed or defaced, must be replaced.
- 3.8 Do not place, or permit to be placed, on any floor or roof of a building or other structure a load greater than that for which such floor or roof is approved.
- 3.9 All chemicals shall be stored and labeled properly as directed in The Company's Hazard Communication Program and the Flammable and Combustible Liquids Program.
- 3.10 All debris, used chemicals and other materials shall be disposed of properly.
- 3.11 Used oil, filters, coolant, etc. shall be placed in labeled containers and removed from the field site or yard by authorized, approved vendors.

4 References:

- 4.1 OSHA 29 CFR 1910.22 General Requirements to Subpart D.
- 4.2 Hazard Communication Program.
- 4.3 Flammable and Combustible Liquids Program.

5 Exhibits:

None.