**Work instruction for housekeeping**

Objective Housekeeping of the assign area.

Scope power plant accessories

Responsibility Engineer In charge & Workman at the job

PPE –s to be used Helmet, Safety shoes, dust mask and complete sealed goggle

Aspect – Impact

Dust Generation Air pollution

Hazards identified

Mechanical hazard - Falling,

Occupational health hazard: Dust generation

Procedure

Following procedure to be followed for carrying out housekeeping of the assign Area

On completion of job, segregate all the scrap as per its material. (Like M.S. Brass, Cotton etc)

Put scraps in the respective bin provided at the site.

Return all the scrap separately to store for proper disposal/re usage by other parties.

Follow instruction specified as per work instruction for shifting scrap.

If the scrap contain trace of oil. Segregate it separately and return to store separately.

If the assign area is having oil spillage. Wipe the area with the cotton waste/ cloth and ensure that the area is thoroughly clean. The oil traced cotton waste/cloth/hand gloves should be disposed in the special identified containers at work site and should be return to stores.

Do not handle the sharp edge scrap with bare hand.

Check for the re usage of scrap material if same can be utilize without affecting quality of job