## Housekeeping

1. **Purpose**

To provide guidelines to keep workplaces in a safe, clean, orderly and sanitary condition.

1. **Scope**

Applicable to all company owned facilities and off-site work locations.

1. **Locations & Yards**

* Traffic ways should be kept free of trash and obstructions and kept well drained to reduce the chance of skids, slips or other mishaps.
* Openings or holes in floors should be barricaded or blocked to prevent falls until the opening is closed.
* If grating is used as flooring material there should be no protruding edges that could be a trip hazard.
* Keep weeds and grass or other materials that could contribute to a fire cut down.
* Pipe should be properly stacked and chocked on pipe racks. Pipe ends should have pin and box protectors.
* Store only necessary materials on location and remove any empty containers.
* Place all trash and oily rags in proper containers and empty trash receptacles before they fill and overflow.
* Any spills of oil, water, or other substance are to be cleaned up safely to prevent slips, trips, or falls.

1. **Machines & Equipment**

* There should be no piping across walkways that could be a trip hazard, or overhead that could be a bump hazard. All potential trip or bump hazards that do exist should be painted yellow to warn of their presence.
* Oil, water and chemical spills should be cleaned up immediately. Do not let grease or dirt build up on machinery and equipment.
* Replaced parts and should be picked up and disposed of immediately.
* Tools should be picked up and stored daily.
* Extra chemical and lubrication containers removed as soon as they are empty.

1. **Storage Facilities and Offices**

* Floors should be level and kept as slip-resistant as possible.
* Aisles should be clearly defined and kept clear. Nothing should be stored in the aisle way.
* Do not run electrical or telephone cords across aisles or walkways.
* Any fire extinguishing or first aid equipment should be marked with a sign and have unobstructed access.
* If shelving is used for storage, heavy or awkward objects should be stored lower to the ground than lighter objects. Nothing should be stacked on top shelves that could easily topple and fall. Stored materials should be kept below sprinkler heads at a distance prescribed by fire regulations.
* Cabinets used for storage should be kept closed. Only compatible materials should be stored in cabinets.
* Flammable materials should be stored in a separate area or building. Flammable storage lockers should be marked.
* If hazardous materials are being stored, the area in which they are kept should be marked with a sign identifying the hazardous storage area.
* Stairways to upper storage levels should be kept clear of stored items and in good repair.
* If stored materials are to be stacked, ensure that they are stacked so they will not fall.
* Washrooms are provided for personal needs and shall be used for these purposes. They are to be kept clean, sanitary, and orderly at all times.
* All work, lunch, and break areas shall be maintained in a sanitary and orderly manner.

1. **Slips, Trips, and Falls**

* Slips, trips, and falls can occur due to environmental conditions, such as snow, ice or wet surfaces. Others happen because of poor housekeeping and careless behavior, such as leaving tools, materials, and equipment out and unattended.
* All walking and working areas shall be kept clean and dry. If wet processes are used in the work area or any spills occur, make sure there is proper drainage, grating, or cleanup occurs right away.
* The floor shall be kept clear of tools, materials, equipment, or litter that can be a tripping or slip hazard.
* Any ground level elevation changes shall be marked with yellow paint.
* Always use handrails while negotiating stairways.
* Do not over reach; use a step ladder or rolling stairs to reach upper shelves.

1. **Inspections**

* Daily inspections of the workplace should be conducted to ensure that there are no accumulations of materials. These workplace inspections need not be documented.
* Housekeeping is identified on the Offshore Quarterly Inspection forms and on the annual inspections done both Offshore and Onshore. These documents should identify the status of ongoing daily workplace inspections.
* All documented inspection forms should be retained in safety files.