**Safe Work Requirement**

HOUSEKEEPING AND PERSONAL HYGIENE WORK INSTRUCTION

Table of Content

[1. PURPOSE 1](#_Toc477103358)

[2. SCOPE 1](#_Toc477103359)

[3. RESPONSIBILITY 1](#_Toc477103360)

[3.1 S.T.P 1](#_Toc477103364)

[3.2 HSE Supervisor 1](#_Toc477103365)

[3.3 Employee 2](#_Toc477103366)

[4. PROCEDURE AND GUIDELINES 2](#_Toc477103367)

[4.1 Basic Precautions: 2](#_Toc477103369)

[4.2 Benefits of Housekeeping and What Order Does: 2](#_Toc477103370)

[4.3 Personal Hygiene 2](#_Toc477103371)

# PURPOSE

Good housekeeping is essential in all work areas. Maintaining a high standard of housekeeping contributes to safe working and the prevention of accidents and incidents.

The purpose of this instruction is to provide a regulation to control the risk and hazard during housekeeping.

Provide a regulation to control housekeeping status in good condition to avoid incidents happened by severity housekeeping and hygiene problems.

# SCOPE

This procedure is applicable for workers performing housekeeping such as rig equipment, location, office, camp, mess, kitchen etc. which exposed to the risk of injury.

This instruction is applicable to all ECDC and subcontractor`s housekeeping work.

# Responsibility

## S.T.P

The S.T.P has overall responsibility for housekeeping work and safety issues.

The S.T.P is responsible for implementing the approved housekeeping safety work instruction at rig site and camp is carried out under their control. Additionally, they shall ensure that any subcontractor who working under their direction are fully follow this instruction.

## HSE Supervisor

The HSE Supervisor shall assist the S.T.P in ensuring all related personnel are trained housekeeping work.

The HSE Supervisor shall periodically verify the employee who perform the house keeping work are trained.

Providing advice on the use of all types of protective equipment.

## Employee

Understanding fully and applying correctly procedure in the course of housekeeping.

Ensuring that safe working practices are being enforced at all times.

# PROCEDURE AND GUIDELINES

## Basic Precautions:

1. Clean up spills immediately.
2. Keep escape routes, walkways and corridors clear of obstructions.
3. Use bins provided for waste.
4. Maintain your work area while you work and at the end of your shift.
5. Store tools and equipment in their appropriate place when not in use.
6. Store hazardous and flammable substances in the correct storage area and properly labeled containers.

## Benefits of Housekeeping and What Order Does:

1. Eliminates accidental injury and fire hazards
2. Prevents wasted energy
3. Maintains greatest use of precious space
4. Keeps warehouse inventories visible and at a minimum
5. Helps control property damage
6. Guarantees good rig appearance
7. Encourages better work ethics
8. Reassures the customer
9. Reflects a well-managed rig

## Personal Hygiene

Personal hygiene is always necessary at work and is absolutely essential when exposed to toxic substances that can be absorbed through the skin. The skin is the most vulnerable part of the body as it is the most exposed. Injured skin can let in microorganism, intact skin can absorb chemicals, giving rise to dermatitis, whilst biological agents can give rise to bacterial, fungal or parasitic infections. In these conditions protective clothing and careful cleansing policies should be rigidly adhered to.

Oral hygiene is also important. When dust, fumes or gases are encountered, protective masks should be worn to prevent these from entering the mouth or nose as they may cause irritation or inflammation.

Protective clothing should be worn where required and laundered frequently.

Consumption of food and drink must be in a separate area from where toxic risks exist.