

A sample H&S Audit Report is included in Appendix F.

## **9.8 Site Control and Security for Health & Safety**

Depending on the nature and location of the site, site specific control and security procedures shall be developed. These should, as minimum and as necessary, should cover the following:

- Security arrangements
- Parking areas
- Permitted access ways and traffic control systems
- Vehicle speed control
- Safe and satisfactory access to all works areas
- Visitors checked, equipped and inducted for site entry
- Visitors log book / control of entry

## **9.9 Housekeeping**

All O&M personnel shall take responsibility for good housekeeping and keep the workplace clean, tidy and organized so that it is safe to work in. Attention to general cleanliness, storage and housekeeping can prevent numerous accidents.

Good housekeeping is an important part of the safety program (fire and accident prevention) and it is the first line of defense against accident /injury. It is everyone's job to maintain a high standard of awareness. Keeping the work area clean and tidy will eliminate most of the accidents and fire hazards. The co-operation of all employees is required to keep the workplace safe. The following are the main points that everyone should observe:

- a) Obstruction free passageways, exits shall be maintained at all times.
- b) Work areas shall be clean and tidy with no accumulation of scrap, rubbish or waste material.
- c) Any spillage, oil or greasy liquid shall be cleaned immediately; oily rags shall be disposed of in a closed metal container.
- d) Tools and materials should be stowed away when not in use and be kept clear from the edges of benches, walkway, stairs, scaffolding and work platforms.
- e) Wash hands with soap and water. Do not clean hands with solvents.
- f) Eating is allowed only at designated places or canteen areas.
- g) Toilets and washing facilities shall be kept in good sanitary conditions.
- h) Keep changing rooms clean and clothes inside lockers.
- i) Keep all cleaning equipment in proper place when not in use.