



Chapter 03: Maintenance Operations

14. Shop Safety and Cleanliness Protocols

Maintain safe and clean work environment to protect personnel and ensure quality maintenance operations.

Purpose

Establish systematic procedures for maintaining safe work environments and cleanliness standards in maintenance facilities. This process protects team member health and safety, ensures quality maintenance work, and maintains professional appearance standards while complying with occupational safety regulations.

Roles and Responsibilities

Safety Officer:

- Monitor safety compliance across all operations
- Conduct safety investigations and reporting
- Coordinate safety training and certification
- Ensure regulatory safety compliance
- Authorize safety equipment and improvements

Chief of Maintenance:

- Review and approve complex or high-value work orders
- Assign qualified technicians to specific maintenance tasks
- Ensure regulatory compliance for all maintenance work
- Resolve scheduling conflicts and resource allocation issues
- Oversee maintenance quality and safety standards

Process Steps

Daily Safety and Cleanliness Inspection

- **Conduct facility walkthrough** - Perform systematic inspection of all work areas for safety hazards, cleanliness issues, and equipment condition
- **Check emergency equipment** - Verify fire extinguishers, emergency exits, first aid supplies, and safety

equipment are accessible and functional

- **Inspect work areas** - Examine workbenches, tool storage, and equipment areas for organization, cleanliness, and safety compliance
- **Document inspection findings** - Record any safety concerns or cleanliness issues requiring corrective action with priority assignments

Workplace Organization and Maintenance

- **Implement 5S methodology** - Apply Sort, Set in Order, Shine, Standardize, and Sustain principles for workplace organization and efficiency
- **Maintain tool and equipment organization** - Keep all tools and equipment in designated locations with proper identification and inventory control
- **Control work area clutter** - Remove unnecessary items from work areas and maintain clear pathways and emergency exits
- **Schedule regular cleaning activities** - Coordinate daily cleaning tasks and periodic deep cleaning of facilities and equipment

Personal Protective Equipment Management

- **Maintain PPE inventory** - Keep adequate supplies of safety glasses, hearing protection, gloves, and other required personal protective equipment
- **Inspect PPE condition** - Regularly examine personal protective equipment for damage, wear, or expiration requiring replacement
- **Train team members on PPE use** - Provide instruction on proper selection, use, and maintenance of personal protective equipment
- **Enforce PPE requirements** - Ensure compliance with personal protective equipment requirements for all maintenance activities

Hazard Identification and Control

- **Identify potential hazards** - Systematically assess work areas for safety hazards including electrical, mechanical, chemical, and ergonomic risks
- **Implement hazard controls** - Apply engineering controls, administrative procedures, and personal protective equipment to eliminate or minimize hazards
- **Maintain safety signage** - Keep current safety signs, warnings, and emergency information posted in appropriate locations
- **Monitor hazard control effectiveness** - Regularly assess hazard control measures and implement improvements when needed

Incident Response and Investigation

- **Respond to safety incidents** - Provide immediate response to accidents, injuries, and safety emergencies with appropriate first aid and emergency procedures
- **Investigate incident causes** - Conduct systematic investigation of safety incidents to identify root causes and prevent recurrence
- **Document incident information** - Complete required incident reports and maintain records for regulatory compliance and trend analysis
- **Implement corrective actions** - Develop and implement corrective measures to address incident causes and prevent similar occurrences

Process Mapping

Flowchart to show sequential steps

Tools and Resources

- Safety inspection checklists and documentation forms
- Personal protective equipment inventory and supply sources
- Cleaning supplies and equipment for facility maintenance
- Safety training materials and certification programs
- Incident reporting forms and investigation procedures
- Emergency response equipment and first aid supplies
- Safety signage and hazard identification materials
- Regulatory compliance reference materials and guidance

Success Metrics

- **Completion Time:** Daily safety inspections completed within 30 minutes; corrective actions implemented within 24 hours.
- **Quality Standard:** 100% compliance with safety procedures and cleanliness standards during inspections.
- **Safety Standard:** Zero preventable workplace injuries or safety incidents.
- **Client Satisfaction:** Professional facility appearance maintained without safety concerns affecting client confidence.

Common Issues and Solutions

- **Issue:** Team member resistance to safety procedures and cleanliness requirements affecting compliance
- **Solution:** Provide clear training on safety benefits, establish accountability measures, and recognize good safety performance


Issue: Facility maintenance costs impacting operational budgets


Solution: Implement preventive maintenance procedures, negotiate competitive service contracts, and prioritize maintenance based on safety requirements

Issue: Difficulty maintaining cleanliness standards during busy maintenance periods


Solution: Integrate cleaning tasks into maintenance workflow, establish minimum cleanliness standards, and provide adequate cleaning resources

Safety Considerations

 **WARNING:** Never ignore safety hazards or allow unsafe work practices that could result in injury or equipment damage

 **CAUTION:** Ensure all safety equipment is functional and accessible before beginning maintenance activities

 **NOTE:** All safety incidents must be reported immediately and investigated to prevent recurrence

 **BEST PRACTICE:** Maintain proactive safety awareness and implement continuous improvement in workplace safety and cleanliness

Regulatory References

- **29 CFR 1910** - Occupational Safety and Health Standards
- **29 CFR 1926** - Safety and Health Regulations for Construction
- **NFPA 409** - Standard on Aircraft Hangars
- **14 CFR Part 139** - Certification of Airports (applicable sections)
- **State Workplace Safety Regulations** - Local occupational safety requirements
- **Environmental Protection Agency Standards** - Applicable environmental and waste management regulations