



TITLE: Housekeeping	STANDARD:	206
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Definitions (in relation to this Standard)

Housekeeping	The act of keeping the working environment clear of all unnecessary waste and debris to ensure a first line defense against accidents, injuries, fire and environmental pollution.
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Cross-References

- Royal Commission Public Health Code 2005
- Standard 202 – Storage of Materials
- Standard 203 – Fire Prevention & Protection
- Standard 205 – General Safe Working Practices
- Standard 400 – Management of Potentially Polluting Substances
- Standard 401 – Waste Management
- Standard 404 – Spill Response Management
- Standard 405 – Concrete Operations

Standard

Workplace Layout

1. As part of the planning stages of the project, it is important to ensure that adequate space is provided for new materials, construction plant, equipments, and vehicles, recovered, redundant and salvaged material. Where possible, interference between redundant material and new incoming materials must be avoided.

Responsibilities

2. Contractor shall:
 - Provide facilities and sufficient resources for housekeeping
 - Assign responsibility within their organization for the control and elimination of waste material
 - Ensure adequate time is assigned to ensure housekeeping is maintained
 - Monitor the arrangements in place for the effective control of housekeeping
 - Correct immediately any instances of poor housekeeping which creates a fire hazard or risk of environmental pollution
 - Engage a separate Contractor, if necessary, for the removal of waste material
 - Pay special attention to areas reserved for waste in order to ensure the local population are not exposed to unnecessary risk.
 - Ensure that waste does not pose a health risk to workers

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General Requirements

3. Offices and welfare areas shall be cleaned and maintained on a regular basis. Workshops and laydown areas shall be maintained clear of debris, waste and other rubbish on a regular basis.
4. All combustible and flammable waste must be removed from the construction site as it is generated and before the end of every shift.
5. All emergency exits and access passageways, fire doors, stairways, under stairs, fire alarm call points, fire fighting equipment, first aid stations, and any other emergency stations are kept clean, and unobstructed. Ensure that all housekeeping requirements of Procedure 203 – Fire Prevention and Protection are complied with.
6. Ensure that all workplaces are maintained clear of debris waste and other rubbish, which shall be disposed of in segregated containers for disposal. Foremen and Supervisors are responsible for ensuring their employees keep their work locations free of debris waste and other rubbish, and do not permit a build-up of rubbish and waste.
7. Ensure that all storage of material requirements of Procedure 202 – Storage of Materials is complied with. Tools, equipments and raw materials at the workplace are to be kept to a minimum. Tools and equipments should be removed as soon as possible to the defined storage area to ensure that the workplace is maintained in a clean and tidy condition.
8. Where feasible, waste generated by one trade must be removed before the next trade enters the area. This is particularly important with concrete work, steel, fixing and formwork.
9. Contractor must immediately clean up any spillages, such as chemicals, flammables, oil and grease. These may be cleared by absorption methods as dictated by the Material Safety Data Sheet (MSDS) of the product. Toxic, corrosive or other hazardous liquids shall be cleaned up immediately in accordance with manufacturer's instructions or the MSDS. All materials used to clean up spills shall be removed to a safe place and stored in closed containers for safe disposal.
10. Contractor shall ensure control of electrical cables, cords and extension cables within the workplace and systems developed to either provide protective covers, or suspend cables above head height away from persons and moving and projecting equipment (i.e. scaffolding) to prevent tripping hazards.
11. Ensure that all walkways and stairways are kept clear of temporary electrical installations and compressed air hoses and all other hoses.
12. All nails and other metallic fixing devices are to be removed prior to storage and stacking of timber products.
13. Waste and scrap areas shall be clearly identified and segregated from the place of work. All waste containers shall be covered ensuring debris is contained during prevailing weather

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conditions. Where practicable, waste containers shall be color coded or appropriate signs and labels posted on the waste container to encourage segregation of waste materials.

14. All hazardous waste will be collected in appropriate covered containers displaying the appropriate hazard warning signs. Where practicable, barriers and signs shall be posted identifying controlled access to the hazardous waste area.
15. It is strictly prohibited to dump hazardous waste (chemicals, paints, thinners etc...) into waterways and sewer lines.
16. Daily Cleaning Rosters are to be displayed in all toilets, welfare facilities and First Aid rooms.
17. Nails are to be removed from timbers as soon as is practicable to prevent injury. If it is not practicable to remove nails at the time of being exposed (striking form-works for example), then the nails should be 'knocked-back' so that the sharp end of the nail is hammered back in to the timber. Timbers are then to be taken to a dedicated 'de-nailing area' for full extraction from the timbers. All nails are to be picked up immediately and not left on the ground to remove the risk of puncture wounds to the feet.
18. High standards of waste management are to be enforced throughout all welfare facilities; control of food wastes is essential to prevent infestation of vermin and rodents. Where eating on site has been approved by the Royal Commission, all food hygiene standards are to comply with Royal Commission Public Health Code and Procedure 302 – Welfare. Suitable covered receptacles must be provided for all food wastes, and must be emptied on a daily basis. Areas set aside for eating, where approved, shall be kept clean and orderly at all times. All tables and floor are to be cleaned using anti-bacterial detergents/soaps immediately before and after eating.
19. The burning of waste on any Royal Commission construction sites is strictly forbidden.

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