

SAFE WORK PRACTICE

TITLE	Housekeeping
GENERAL	Protect workers from injuries associated with an untidy site
APPLICATION	Housekeeping duties are to be performed several times daily and must be completed prior to leaving the site.
PROTECTIVE MECHANISMS	Safe work procedure Barricades and warning signs
SELECTION AND USE	Manufacturers specification As per safe work procedure Site Completion Checklist
SUPERVISOR RESPONSIBILITY	To facilitate and/or provide proper instruction to their workers on protection requirements and training Hazard analysis Work site inspection Determine type of equipment required Must provide the proper time to complete housekeeping duties
WORKER RESPONSIBILITY	<ol style="list-style-type: none"> 1. Must ensure that any and all trip hazards are signed and removed at the earliest moment prior to leaving site. 2. Ensure that all work areas, walkways and travel ways, accesses and egresses are swept clean of dirt, debris and asphalt. 3. Ensure that all string lines are removed after use. 4. Ensure that tools are not left on the ground. 5. Ensure that work site is kept clean, organized and orderly. 6. Ensure that equipment used in the process of cleaning up is in good working order and that you understand the method of operation prior to using equipment. 7. Ensure that materials on site and in the yard are stacked and stored in the safest manner possible.