
HOUSEKEEPING

It is the responsibility of all employees to ensure that the work environment is clean, orderly and free from obstruction. This will help to maintain a clear path for the employee to work and for pedestrian travel through the work area and significantly reduce the risk of injury and fire.

Housekeeping Practices:

- Place all trash or unwanted debris in approved trash containers.
- Machinery and equipment must be free of unnecessary material or hangings.
- Stock material must be properly stacked and arranged.
- Place all tools and materials in areas that are secure and out of the way of pedestrian traffic.
- Aisles must be provided to work areas, fire extinguishers and emergency exits.
- Aisles must be free from clutter and debris.
- Surfaces of floors must be safe and suitable to work on (clean, dry, & free from oil and grease).
- Buildings must have adequate lighting and have walls and windows that are reasonably clean for operations and free from unnecessary hangings.
- Stairs must be clean, free from materials, well lighted, provided with adequate hand rails and stair treads and maintained in good condition.

Housekeeping for City Owned and Operated Vehicles:

- Keep all vehicle passenger compartments clean and free of unnecessary articles and debris.
- Keep all loose tools, fire extinguishers, safety equipment, etc. secured at all times while transporting them in passenger compartments or utility compartments.
- Clean up all liquid spills immediately. Use sand or "oil dry" if appropriate. Once absorbed the sand and other absorbent must also be removed from the spill site.

Report all housekeeping issues to your supervisor, as timely reporting can prevent an injury.