



### **3-30 Housekeeping Policy**

Poor housekeeping within maintenance facilities can increase the risk of injury. To reduce or eliminate the risk of injury, all staff will follow the provisions of the agencies Good Housekeeping Policy.

Good housekeeping is possibly the most visible evidence of management and employee concern for safety and health that this agency displays on a day-to-day basis. Orderliness in the workplace contributes to a safe working environment by minimizing obstacles and potential safety and health threats such as spills, trip hazards, etc.

The purpose of a written housekeeping policy is to set standard procedures for daily, weekly, monthly and even annual clean-up procedures. Setting such standard procedures saves money by streamlining area maintenance and providing an ongoing effort that keeps disorder from getting out of control or posing a safety hazard to staff.

The written procedures for basic/general housekeeping and housekeeping standards at this agency help to always ensure a safe work environment in all areas.

This policy applies to all full-time, part-time and seasonal employees in all agency maintenance facilities.

Supervisors will be responsible for communicating this policy to employees and reinforcing the policy while observing day-to-day operations. However, that does not remove the expectation of the District that the employee must comply with the policy. Any exceptions to this policy shall be in writing and approved by the safety committee and executive director. See your supervisor or the Safety Coordinator for specific training on these matters, and questions.

## **Procedure**

### **Agency Responsibilities**

- Perform an assessment of needs and then maintain adequate areas for storage of tools, equipment and materials
- Provide the tools needed to perform the job of keeping floors clean. (brooms, mops, buckets, wet floor signs, trash cans, etc.)
- Provide for spill control procedures and materials to perform the spill control job
- Provide for scheduled waste pick up and removal
- Perform regular building and equipment maintenance as scheduled
- Install and maintain appropriate lighting for all work areas
- Paint lines in areas to designate proper storage areas of equipment
- Paint edges or changes of grade with yellow “caution” paint
- Consider mounting air hoses and electrical services overhead rather than from side locations
- Organize the workspace based upon operational needs

### **Training Tips**

- Return tools and equipment to their proper place when not in use
- Clean up spills when they occur
- Secure area and post warnings until spills or other hazards are cleaned up
- Wear appropriate footwear for the job being done
- Dispose of waste in appropriate containers
- Do not carry loads that will block your view

### **Examples of slip, trip and fall hazards**



3-30b

**Examples of slip, trip and fall hazards**



Materials and tools in the walkway

**Examples of good housekeeping practices**



Panel board for hanging tools



Hoses and cords off the floor



Clearance for walking around equipment



Orderly storage of equipment



**NOTICE OF HOUSEKEEPING POLICY RECEIPT:**

This policy has been established to minimize the potential for injury to you and to provide a safe and healthful workplace for all employees, volunteers, and participants. Your participation is essential to the success of our safety and health program and is a condition of your employment. Failure to abide by the policy can result in potential discipline and/or termination. Should you have any questions, consult your supervisor for assistance.

*I have read, understand, and agree to comply with the established Recreation Staff Housekeeping Policy.*

**Print Your Name:** \_\_\_\_\_

**Your Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_