

Housekeeping Practices

Management has the to provide disciplinary action when necessary to reinforce compliance with this program. According to the National Safety Council, workers are injured from slips, trips, and falls more than any other occupational injury. These can be usually be avoided if proper housekeeping procedures are used. Workers usually end up tripping on a piece of equipment, or tool that they themselves forgot to put away.

One way to control hazards is through good housekeeping. The concept includes picking up, wiping up, and cleaning up. It includes removal of scrap and waste. It includes the adage "having a place for everything and putting everything in its place". Sometimes housekeeping is delegated to janitorial services, but everyone should share in the responsibility of cleaning up. If objects such as tools, waste and other items are left lying around on an elevated surface, there is a good chance that they will fall onto the surface below and there is a good chance that someone will be struck by the item or trip over these materials.

Housekeeping also includes the rapid cleanup of spilled materials by workers wearing protective equipment. Otherwise the material can become airborne and pose greater danger.

Smoking Policy

Smoking is not permitted inside buildings and/or within 50 feet of material storage. This includes all offices, rest rooms, locker rooms, production floor, storage areas, coolers, etc. Smoking is permitted outside in designated areas and in the Smoking Section of authorized break areas before work, after work and during breaks. To prevent fires and keep the grounds neat and orderly, all cigarette/cigar ashes and butts are to be disposed in the provided butt cans or ash-trays only.

Flammable Storage

1. All flammables will be stored in OSHA-approved flammable storage cabinets or stored outside (at least 50 feet from any structure)
2. Fuels, solvents and other flammables (not stored in original shipping containers) will be stored in OSHA-approved self-closing containers with flame arresters. Flammables may not be stored in open containers (open parts baths, etc.).
3. Flammable storage areas will be kept dry and well ventilated. No storage of combustible materials, open flames or exposed electrical components are permitted in the flammable storage area.
4. Flammable or combustible materials may not be stored in electrical rooms. Electrical rooms must be kept clean and dry at all times.

Compressed Gas Storage Safety

Gas Cylinder Shipment Receiving

1. Inspect bottle for defects & proper marking/labels
2. Ensure stamped date on bottle has not expired
3. Inspect valve assembly and adapter thread area
4. Ensure MSDS is on file or with shipment
5. Follow MSDS requirements for storage

Gas Cylinder Storage

1. Cylinder cap securely in place when not in use.
2. Marked with contents and if empty/full.
3. Stored up-right and secured to a stationary structure in an shaded and well ventilated area.
4. Cylinders not stored within 50 feet of exposed electrical components or combustible materials.
5. Cylinders are protected from accidental rupture.
6. Chemically reactive gases not stored within 50 feet of each other.

Notes

