

Housekeeping Policy



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Preamble:

Effective housekeeping can eliminate some workplace hazards and help get a job done safely and properly. Poor housekeeping can frequently contribute to accidents by hiding hazards that cause injuries. In order for housekeeping to be successful housekeeping should be conducted throughout the day on a continuous as need basis rather than all at the end of the work day.

O. Reg. 213/91, s. 35 (1) Waste material and debris shall be removed to a disposal area and reusable material shall be removed to a storage area as often as is necessary to prevent a hazardous condition arising and, in any event, at least once daily. O. Reg. 213/91, s. 35 (1).

Scope:

This policy applies to all Bernard Rochefort Ltd. employees and sub-contractors (when applicable).

Policy:

As part of the Bernard Rochefort Ltd.'s stance on health and safety in the workplace, housekeeping will be conducted as part of normal work duties. A clean workplace eliminates many hazards and thus mitigate some injuries and incidents.

Housekeeping Standards:

- A daily job site cleanup program in place.
- Individual clean-up duties for all workers.
- Materials piled, stacked, or otherwise stored in such a manner as to prevent tipping and collapsing.
- Work areas and walkways kept tidy, well-lit, and ventilated.
- Signs posted to warn workers of hazards in the area.
- Clean up as you go – do not wait until the end of the shift.
- Stairways, ladders, and access ways are to be clear of material at all times.
- When stripping forms or other materials that contain nails, the worker must bend or pull the nails.
- During windy conditions, ensure materials are well secured to avoid movement, especially at high elevations.
- Materials stored away from overhead power lines.
- Always keep the area clear around emergency equipment and electrical panels.
- Place hoses, cables, and cords in an organized manner to avoid tripping hazards.
- Keep tools and working materials in proper containers.
- Keep small items in boxes or bins.
- Keep the floor clear of tools, rod ends, and metal shavings.
- Limit work table clutter only to items that are part of the job at hand.

Trash, Waste, and Scrap Disposal

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- Place all waste and scrap (such as domestic trash, scrap metal, oily rags, absorbent pads, broken glass, aerosol cans, etc.) in properly identified containers. Empty all containers on a consistent basis; do not let them over fill.
- Segregation and controlled disposal of rubbish and waste.
- Dispose of oily rags in identified metal cans and supply lids to cover cans. Do not dispose of oily rags with other garbage.
- Identify and provide waste receptacles throughout the work area. Waste is kept in a segregated area as required.
- Lower garbage into containers when at elevations or install chutes to containers below.

Access Routes In and Out of Work Sites

- Check with the foreman or supervisor about access routes in and out of buildings, work areas, process areas, excavations, and onto and off of roofs.
- The following areas must be kept clean:
 - Routes leading to all work locations must be well lit and free of obstacles.
 - Walkway and stairway areas must be kept clear.
 - Areas around ladders must be kept clear.
 - Emergency exits must be identified. Routes to emergency exits must be kept clear and free of obstacles.
 - Routes and access points to excavations, roofs, process areas, and buildings must be kept clear.
 - Areas where emergency equipment is stored must be kept clear.
 - Areas that house electrical systems must be kept clear.

Responsibilities:

Management

- Ensure that all housekeeping tools are provided to workers (bins, garbage containers, brooms, dust suppression, etc...)
- Ensure that waste removal is taking place in the workplace and regular waste pick up is being done.
- When required, coordinate external waste disposal means.

Supervisor

- Ensure that the housekeeping standard is being observed by all workers and sub-contractors.
- Enforce the housekeeping policy for all Bernard Rochefort Ltd. workers on site and report sub-contractor non-compliance to management.
- Schedule housekeeping as part of a job or task to allow workers to properly clean areas as they go.
- Coordinate with management to ensure that site waste disposal is occurring

Workers

- Comply with the housekeeping standard
- Communicate any housekeeping concerns to their supervisor

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Enforcement:

All employees and sub-contractors found in non-compliance of this policy may be subject to Bernard Rochefort Ltd.'s discipline policy.

Approval & Acknowledgement:

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Rhéaume Rochefort

Feb 1st, 2018

Date:

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