

Housekeeping Policy

Purpose

Effective housekeeping procedures and practices help control and/or eliminate workplace hazards, events and injuries, whilst assisting with neat, organised, and safe workspaces. Effective housekeeping has a follow-on effect, where there can be an increased productivity and lower operating costs.

Scope and definitions

This policy is applicable to the business units and legal entities of

and is relevant to all employees and contractors of

All employees and contractors are responsible for applying good housekeeping practices as it is recognised that poor housekeeping creates hazards which can lead to events and injuries within the workplace.

Objectives

To ensure all work areas and locations at

are maintained to a high standard and good housekeeping practices are sustained the following must be followed:

- Workshops, offices, amenities and other locations to be maintained in a clean and hygienic manner
- Appropriate waste disposal facilities will be provided within all work locations for use
- Spills must be cleaned up immediately and disposed of correctly
- Empty bottles, boxes, bags and general rubbish are to be disposed of within the appropriate bin/s provided
- Portable equipment and tooling are to be returned to its designated storage location after use
- Electrical cords and hoses are to be rolled up and returned to their designated storage location after use

- All chemical containers are to have their lids secured and stored within the appropriate chemical cabinets and/or locations
- Personal protective equipment when not in use is to be stored in a clean and hygienic manner
- Ensure all rubbish is cleared away as soon as possible and placed in correct bins
- Material stored in open areas shall be stored in a tidy manner and in appropriate containers
- Plant and equipment for example, forklifts, shall be parked only in authorised parking places
- Aisles, walkways, corridors, staircases, doorways, entrance halls, foyers and exits shall be unobstructed, free from slip and trip hazards (hoses, cables etc) and the accumulation of combustible materials
- Safety signs, fire extinguishers/hoses and emergency exits must not be obstructed
- Locate appropriate financial and physical resources to ensure we meet the objectives and the effective implementation of this policy
- Compressed air and fire hoses must not be used for any housekeeping activity or for dusting down clothing or cleaning the work environment
- Housekeeping should be performed daily as part of normal work practices or at the end of each work shift, where applicable.

Name

Position

Signature

Date (DD/MM/YYYY)

Policy review date (DD/MM/YYYY)



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