

Housekeeping & Fire Prevention

Rev. 12/22/05

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Purpose: To establish guidelines to maintain a safe and clean work environment in all county buildings. These guidelines support compliance with OSHA housekeeping standards as found in 29 CFR 1910.22a and 1910.22b.

Scope: All county employees

I. Responsibilities

A. Managers and Supervisors

1. Establishing consistent housekeeping standards in their departments
2. Controlling the hazards associated with specific processes within the department
3. Ensuring that safe operations are maintained to prevent fires within their departments
4. Ensuring there is clear access to all emergency equipment and exits

B. Employees

1. Cleaning own work areas
2. Reporting hazardous situations

II. Storage

A. Guidelines

1. Storage of materials in exit aisle ways is prohibited
2. Flammable / combustible material will not be stored under stairways

3. Flammable / combustible material will not be stored at exits, furnaces, electrical outlets, or heaters
4. Cleaning rags with oily or chemical residue will be stored in metal containers with a cover in place
5. Hazardous materials shall not be placed in trash receptacles or dumpsters
6. Stored material shall not be allowed to accumulate to within 3' of a sprinkler head
7. Electrical panels shall not be blocked or have material stored within 4' of the panel
8. All boxes, bins, or other containers shall be stored so as to not tip or fall
9. Material shall not be stacked higher than 6' from the floor if the stacked material must be obtained by the employee without the use of material handling equipment

III. Housekeeping Guidelines

A. General

1. All facilities shall be kept clean, orderly, and sanitary
2. Water / snow will immediately be cleaned up to eliminate slip hazards
 - a. if circumstances require the area to be left unattended, a warning sign shall be displayed to warn people of the potential hazard
3. Efforts will be made to clean on a continual basis throughout the day
4. All staging areas for work in process will be neat and orderly
5. All raw materials in stock will be stored in a neat and orderly fashion

6. All deficiencies in operations that could result in employee injuries will be reported to the supervisors

B. Kitchen / Lunchroom Areas

1. Kitchen and lunchroom areas must be maintained in a clean and sanitary manner
2. All food spills will be cleaned up immediately by the person who created the spill
3. Trash will be disposed of promptly and shall not be left on tables and floors
4. Trash receptacles may not leak and have a cover
5. The use of common drinking cups or eating utensils are prohibited

C. Bathrooms

1. Bathrooms shall be cleaned regularly and maintained in a sanitary manner
2. Food may not be consumed or stored in any toilet room or where the food may be exposed to toxic substances such as refrigerators designated for chemical storage