



Housekeeping & Kitchen SOP Policy

PPE must always be worn at all times when carrying out your daily duty

Housekeeping is an important element of every safety and health program. Facilities with poor housekeeping generally have poor safety results, while facilities with superior housekeeping typically have very few injuries.

Many injuries and property damage losses stem from fires caused by poor housekeeping practices and improper storage of flammable materials. The best protection against these hazards is good housekeeping. When materials are stored properly with adequate space to move through the storage area, or with adequate clearance to work within the storage area, accidents can be avoided.

With some pre-planning, tripping hazards can be avoided and many other sprains, fractures, and bruises that result from falls can be prevented. Aside from the accident prevention benefits, good housekeeping means efficient performance. When materials, tools, and equipment all have a place for orderly storage, and are returned to the proper place after use, they are easier to find and easier to inspect for damage and wear.

The following housekeeping safety procedures apply:

1. Keep work areas and storage facilities clean, neat, and orderly.
2. Keep all aisles, stairways, passageways, exits and access ways to buildings free from obstructions at all times.
3. Remove all grease and water spills from traffic areas immediately.
4. It is everyone's responsibility to pick up and clean up.
5. Do not place supplies on top of lockers, hampers, boxes, or other moveable containers at a height where they are not visible from the floor.
6. When piling materials for storage, make sure the base is firm and level. Cross tie each layer. Keep piles level and do not stack piles too high. Keep aisles clear and maintain adequate space to work in them.
7. When storing materials suspended from racks or hooks, secure them from falling and route walkways a safe distance from the surface beneath.
8. When storing materials overhead on balconies or mezzanines, provide adequate toe boards to keep objects from rolling over the edge.
9. Do not let materials and supplies that are no longer needed accumulate. **IF IT IS NOT NEEDED, GET RID OF IT!**
10. Tools, equipment, machinery, and work areas are to be maintained in a clean and safe manner. Defects and unsafe conditions must be reported to your supervisor.



11. Return tools and equipment to their proper place when not in use.
12. Lay out extension cords, air hoses, water hoses, ladders, pipes, tools, etc., in such a way as to minimise tripping hazards or obstructions to traffic.
13. Clean up spills immediately to avoid hazards. In the event the removal cannot be done immediately, the area must be appropriately guarded, signed, or roped off.
14. Nail points, ends of loop or tie wires, etc., must not be left exposed when packing and unpacking boxes, crates, barrels, etc. Nails are to be removed as soon as lumber is disassembled.
15. Store sharp or pointed articles to keep co-workers from coming in contact with sharp edges or points.
16. Dispose of all packing materials properly to reduce the chance of fires.
17. Empty wastebaskets daily into approved containers.
18. Put oily and greasy rags in a metal container for that purpose and dispose of properly and frequently.
19. Maintain adequate lighting in obscure areas for the protection of both employees and the public. Keep landscaping well-manicured to minimise hiding places.
20. Employees are not to handle food, tobacco, etc., with residue from any lead-based product (such as leaded gasoline) on their hands. Consumption of food and beverages is prohibited in areas where hazardous substances are stored or used.
21. Employees whose hands are cut or scratched are not to handle any lead-based products.
22. All switches or drives on machinery must be shut down and locked out before cleaning, greasing, oiling, or adjusting or repairs.
23. Circuit breaker boxes and fuse boxes should be kept closed at all times. It is a requirement to maintain a minimum clearance of 3 feet in front of them.
24. Flammables (kerosene, gasoline) and combustible materials (coats, rags, cleaning supplies) should not be stored in mechanical rooms or around electrical boxes.
25. Extension cords should not be run across aisles or through oil or water. Inspect cords for kinks, worn insulation, and exposed strands of wire before use.
26. When fuses blow continually it is an indication of an overload or short. Report this condition to your, manager immediately.
27. Keep electrical equipment properly maintained and free of grease and dirt.

