

## HOUSEKEEPING PROCEDURE

### TECHNIQUES:

A clean place to work is necessary for safety. Good housekeeping is a part of your job. In order to have a pleasant and safe work place, everyone must do his/her part to keep the plant orderly and clean. Good housekeeping will protect you and your fellow employees against slipping, tripping and other hazards.

1. Immediately clean up any paint, grease, oil, water, etc. that has spilled on the floor. Someone could slip causing serious injury.
2. Pick up any banding, scrap metal or other metal debris and put in scrap metal bins.
3. Pick up any scrap lumber, saw dust etc. and put into scrap lumber bins.
4. Put any scrap papers, boxes, etc., into the proper garbage containers or recycling bins.
5. Put cans into bins marked for cans.
6. Clean up debris and organize tables and work stations that you have been using, so that the next person can start with a clean work area.
7. Clean any machine and surrounding area after use.
8. Return all hand tools to their proper places after use or at end of your shift.
9. Keep all walkways, aisles, roadways, and areas in front of fire extinguishers, electrical panel boxes free of obstruction.
10. Keep your rest rooms and lunchrooms as clean and neat as possible. Put all garbage into garbage cans, not beside them. Do not put paper towels in the toilets.
11. Keep your forklift cab area clean and do not transport or store items in cab.
12. Immediately sweep up any Blast Machine shot that you notice on the floor. Shot on the floor is very dangerous, as it is a slipping hazard.
13. Never leave hooks or hangers on the floor always put them in their proper place.
14. Before end of shift, empty garbage cans into the garbage bins and haul the bin outside and dump into the "Loraas" bin.
15. Always put all brooms and shovels back to their proper areas and places after use.
16. Keep the office and the surrounding area clean and clear of parts, junk, etc.
17. Clean the computers at least once a week by wiping them with computer cleaning fluid.
18. Stack pallets, boxes, baskets, etc. neatly to avoid them falling over.
19. Organize your work station as neatly and efficient as possible. Avoid over clutter.
20. Keep stairway and platforms clear of obstruction.
21. Keep storage areas neat and organized.
22. Clean up any air lines, extension cords, etc. after use.
23. Keep area clear around safety eye wash fountains and showers, safety spill kit, emergency switches, etc.
24. Keep you locker and change area clean and neat.
25. Keep walk through doors and overhead doors clear and free of snow etc.
26. Keep desks and filing cabinets clean and well organized.
27. Clean office, computer and printer areas at the end of every shift.
28. Clean as you go. (Continually clean your work area as you work.)
29. Remember, A Safe Shop is a Clean Shop!