

HOUSEKEEPING POLICY

1.0 PURPOSE

To provide a clean and sanitary place of employment which is free from recognized hazards that could cause death or serious physical harm to employees, guests, and visiting contractors working for the City of Wilson. This policy will be in compliance with OSHA regulations 29 CFR 1910.141 (a) (3) and the General Duty Clause sections 5 (a) (1).

This program is designed specifically to protect the City employee or contractor from hazards while working on any site maintained by the City of Wilson. Procedures to protect City residents from hazards while visiting parks, golf courses, or offices is covered in other manuals, policies and procedures. Supervisors however, should stress to employees that maintaining safe work areas, will contribute to a safe and healthy visit by City residents to buildings, parks and golf courses.

2.0 ORGANIZATIONS AFFECTED

It will be the responsibility of all employees and contractors to ensure that all areas maintained by the City of Wilson are kept clean. This chapter also applies to all construction sites, whether on City facilities or public parks.

3.0 PROCEDURES

The following is a list of areas applicable to this program:

3.1 INSIDE BUILDING, FACILITIES, and REPAIR SHOPS

- 3.1.1 The floor of every area of the facility will be maintained, so far as practicable, in a dry condition. Where wet processes are used, drainage will be maintained and false floors, platforms, mats, or other dry standing places will be provided. Where practicable or appropriate, waterproof and slip proof footwear is to be worn by employees.
- 3.1.2 Every floor, working place, and passageway will be kept free from protruding objects, storage of equipment, pallets of products, and uncovered openings in the floor. Parts and equipment will be placed in designated and/or marked areas so that walkways are not blocked. Ice, grease, debris, and excessive water are to be kept clear from all walking surfaces.
- 3.1.3 All fire hoses, extinguishers, eye wash stations, and showers will be kept free from obstruction or blockage by any item which could hamper or prevent someone from obtaining it in an emergency.

3.2 **STORAGE OF SPARE PARTS, SALVAGE, DEBRIS, ETC.**

The Project Manager, Construction Coordinator, Superintendent is to establish an area for spare parts, salvage material, debris, sand and gravel. Each site is to be neat and orderly as practicable and free from hazards to employees.

3.3 **BUILDING ROOFS & STACKS**

3.3.1 Roofs - Roof areas are to be maintained, clean, and free of material.

3.3.2 Stacks - No material should be evident on roof vents. If material is stored on or close to vents or stacks, the material is to be removed immediately.

3.4 **FACILITY GROUND AREAS**

3.4.1 Roads - All are to be kept clean and void of obstacles, in good repair and clearly marked. There should be no roadway debris.

3.4.2 Garages & Stalls

3.4.2.1 All garage areas are to be kept free from obstacles and trip hazards.

3.4.2.2. Trucks and equipment are to be pulled into designated stalls as far as possible so as to provide free travel on roads.

3.4.3 Transformer, Poles, Equipment Parts/Supplies – All parts will be stacked, grouped, or piled in a neat order.

3.4.4 Sand and Gravel Piles – Employees will refrain from climbing on sand or gravel piles. Possible burial could result.

3.4.5 City Vehicle Parking Area – All parking areas are to be kept free from loose lumber, trash, large stones or bricks, vehicle parts, excessive vehicle fluid spills. Fluid spills are to be cleaned up using absorbent and disposed of properly.

3.4.6 Walkways - They should be in good repair, clean, and free of obstacles.

3.4.7 Grounds - They must be free of holes and/or debris. Proper drainage that doesn't cross walkways should be provided. Snow and ice is to be removed to eliminate interruptions of safe and orderly passage for equipment and pedestrians.

3.4.8 Illumination - All walkways and work areas are to be free of obstacles and have adequate lighting during the evening hours

3.4.9 Work Sites

3.4.9.1 All work sites occurring in parks or golf courses must be maintained in a neat and orderly fashion. The protection of patrons and visitors from unwanted hazards will continually be the goal.

3.4.9.2 Unnecessary tools and equipment will be picked up and stored when not in use.

3.4.9.3 Work sites will be barricaded off when necessary to prevent citizens from entering congested work areas.

4.0 **CONTRACTORS**

4.1 Contractors will be required to maintain housekeeping standards consistent with our housekeeping policy. It is the responsibility of the Project Coordinator, Construction Coordinator, Superintendent to communicate this policy and assure compliance.

4.2 Construction areas will be viewed daily for purposes of assuring compliance with this policy.