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Legal Standards & References

Occupational Health and Safety Act

- requires employers and supervisors to provide information and instruction to workers regarding the hazards in their workplace and the procedures for doing the job safely
- requires workers to work in accordance with safe work procedures and report hazards

Definitions

“housekeeping” includes;

- ensuring safe, effective and orderly storage and movement of materials
- ensuring the orderly arrangement of tools, equipment and supplies
- keeping aisles and passageways free of slip and trip hazards
- keeping work areas clean, neat and orderly; avoiding “clutter”
- removing fire hazards
- removing waste materials

Policy Statement


It is the policy of The Corporation to;

- continually strive for the elimination of foreseeable hazards and control accidental loss
- provide and maintain a healthy and safe workplace

Purpose and Scope

Good housekeeping is a basic feature of accident and fire prevention and the responsibility of every employee. The benefits of good housekeeping include;

- better control of and access to supplies and materials
- fewer trips and slips in clutter-free, spill-free work areas
- lower exposure to dust, allergens and other irritants
- more effective use of space

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- more efficient clean-up and maintenance
- reduced material handling

Poor housekeeping contributes to accidents, such as;

- being hit by falling objects
- dangerous storage
- hiding hazards
- puncturing or tearing the skin on hidden sharps (i.e. razor blades, needles), projecting nails, etc.
- slipping on wet or dirty surfaces
- striking against projecting, poorly stacked items
- tripping over loose objects and tools that are not in their proper place

If the sight of paper, debris, clutter and spills is accepted as normal, then other more serious health and safety hazards may be taken for granted.


Housekeeping is an on-going operation, not a hit-and-miss clean-up done occasionally. It also requires paying attention to workplace layout, aisle marking, the adequacy of storage and regular maintenance. Other key elements include;

- cleanliness of employee facilities (washrooms, locker rooms, eating areas)
- dust and dirt removal
- lighting (dirty/burned out)
- maintenance and repair of buildings and equipment
- orderly storage of materials and tools
- spill control
- uncluttered aisles and stairways
- walls, surfaces and floors
- waste disposal

Standards/Procedures

The “Five – S” System of Housekeeping

1. **S**ort: Clean-up and de-clutter

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- Keep only what is necessary
- Materials, tools, equipment and supplies that are not frequently used should be moved to a separate storage area
- Dispose of/repair broken equipment and tools, obsolete items, scrap and waste
- Keep aisles, exits and entrances clear
- Ensure clear paths to fire extinguishers, fire exits, first aid and eye wash stations

2. **S**et in Order: Organize

- Organize, arrange and identify everything in your work area for the most efficient and effective retrieval and return to its proper place
- Storage areas, cabinets and shelves can be labeled
- Keep cabinet drawers and doors closed
- Clean and paint floors to make it easier to spot and clean-up spills
- Outline areas on the floor to identify work areas, movement lanes, storage areas
- Store heavy items on shelves at a height between the shoulders and knees
- Use a step stool or ladder for higher shelves
- Store flammable liquids in proper containers away from ignition sources
- “A place for everything and everything in its place!”

3. **S**hine: Regular Cleaning

- Daily tidying-up; return tools and supplies to proper place, during and at the end of each work day
- Place all trash and scrap in proper containers and ensure regular disposal
- Keep oily rags in covered metal containers
- Regularly clean air vents and filters to maintain ventilation efficiency
- Vacuum or wet sweep dusty areas frequently – don’t use compressed air
- Ensure that boxes, drums, and piles are located on a firm foundation and safely stacked

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- While cleaning, inspect: look for leaks, missing parts and signs of wear and tear
- Identify and fix problems
- Quickly report/clean-up spills; keep mud and other slippery substances off walkways, ramps, stairs and ladders
- If not in your usual work area, clean-up before you leave
- Report trip/fall hazards such as uneven floor boards
- Keep lighting sources clean and clear

4. **S**andardize: Make it a habit

- Develop a structure to make Steps 1 through 3 standard practice and turn them into habits
- Use labels, signs, posters and banners

5. **S**ustain


- Regularly monitor housekeeping
- Have regularly scheduled clean-ups
- Update the Five-S's to reflect new equipment, new work rules, new products
- Continue to communicate/train on the Five-S's

Communication

- Every new and amended standard is shared with the Joint Health and Safety Committee for review and comment prior to approval
- Notice of approval is communicated via email and Health and Safety bulletin boards
- Copies of all standards are consolidated in binders available in every workplace

Training

- Every employee receives health and safety learning at orientation and regularly thereafter.

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- Every employee receives training in the purpose and practices of good housekeeping

Evaluation

The effectiveness of the housekeeping standard is evaluated monthly as part of the regular workplace inspection. Inspection reports are reviewed at every meeting of the Joint Health and Safety Committee.

Acknowledge Success/Make Improvements

Human Resources and/or the JHSC may make recommendations regarding the provision and maintenance of a corporate health and safety policy. Improvements are incorporated as part of the annual review. Successes are acknowledged at the annual Safety and Attendance Banquet.

Forms

Workplace Inspection Report

This Standard takes effect immediately and remains in effect until replaced by a new Standard or superseded by legislation or regulation.

Chief Administrative Officer

Worker Co-Chair, JHSC

Reviewed (Date):	By (Name and Initial):
February 2013	T. Mather
December 2014	T. Mather
July 6, 2015	T. Mather

**This document can be made available in an accessible format upon request.*