

1.0 INTRODUCTION

This standard describes the conditions which must be met to ensure that all NB Power owned or occupied premises are kept safe, clean, and orderly, and that all materials are stored in an appropriate manner. Workplace housekeeping is to make the workplace a better, hygienic and a safe place to work. The importance of housekeeping has a vital role in workplace safety and to make this successful, the employees must participate.

2.0 SCOPE

All employees and contractors working for NB Power must practice good housekeeping at their workplace.

3.0 REFERENCES

NB OHS General Regulation 91-191	Part VIII, Section 7, 15-17
Corporate Safety Manual	

4.0 DEFINITIONS

Housekeeping	Housekeeping in the workplace refers to not only cleanliness but also includes the neatness in the workplace, maintaining halls and floors to make them free from trip and slip hazards; removal of waste materials
Workplace	Workplace means any building, structure, premises, water or land where work is carried on by one or more employees, and includes a project site, a mine, a ferry, a train and any vehicle used or likely to be used by an employee

5.0 RESPONSIBILITIES

5.1 Employer

- Provide a safe, clean and sanitary work area
- Ensure employees maintain a clean work area
- Ensure employees do not convey food or drink into an area where the food or drink could become contaminated
- Ensure that materials, machines or equipment are not stored or located in a place of employment that creates a hazard to an employee
- Provide oversight

5.2 Employee

- Understand and follow this standard
 - Maintain a clean work area
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- Do not convey food or drink into an area where the food or drink could be contaminated

6.0 STANDARD

Inappropriate or poor housekeeping can lead to some disruptions at the workplace. It creates an unhealthy work culture and the overall efficiency of the employees may deteriorate. Poor housekeeping can frequently contribute to accidents by increasing the risks of many kinds of hazards that cause injuries. If at the workplace debris, clutter and spills are accepted as normal then, in that case, there are chances for more serious health and safety hazards.

6.1 Benefits of Good Housekeeping:

Slipping and tripping incidents reduced as the workplace due to less clutter and spilling,

- fire hazards reduced,
- exposure to dangerous and hazardous substances reduced,
- improved control of materials and tools,
- the overall hygiene of the workplace improved,
- better utilization of available space,
- may improve morale,
- productivity

6.2 Elements of Workplace Housekeeping:

For a housekeeping plan to be effective, it needs to cover the following aspects/ elements:

6.2.1 Passageways

Stairs, bridges, gangways, ramps, parking lots and other walkways exposed to the elements shall be kept free of ice and snow. When such is impractical, ashes, salt, sand or similar material should be used to reduce the slipping hazard.

Emergency exits, stairways, aisles, walkways and other such areas shall be kept clear and free from obstructions, depressions and debris.

6.2.2 Dust and Dirt Removal

Many jobs have an open exposure to dirt, dust, etc. In such cases, steps should be taken to remove these impurities from the atmosphere. If it's not possible to clean the dirt and dust manually then in that case, proper machinery or ventilation plants should be installed to make the environment clean.

Where practical, sweeping and cleaning shall be done at intervals between work periods and in such a manner to prevent excessive dust.

6.2.3 Employee Facilities:

Each employee must take care that there remains no unnecessary spillage, or clutter at the workplace in washrooms, lockers, kitchens, etc. Clean as you go.

Where the possibility of contamination of food exists if there is no eating area separate from a work area, an employer shall provide an eating area for employees separate from that work area.

6.2.4 Handling and Storage of Materials

- Materials shall be stored on adequate foundations and shelving.
- Hazardous materials (flammables, chemicals, explosives, etc.), *shall* be stored in accordance with local ordinances, applicable regulations, as well as any storage requirement as indicated on Safety Data Sheets (SDS).
- Ensure that shelving is securely anchored and that materials, machines and equipment are not stored or located in a way that will create a hazard as per the General Regulation 91-191 section 16.
- Scrap material shall be disposed of so as not to create a hazard.
- Protruding nails from any material or area must be removed or bent over so as not to create a hazard.
- Both clean rags and used rags shall be kept in suitable containers with lids, stored separately and disposed of properly.

7.0 APPENDIX

N/A

DOCUMENT APPROVAL/REVISION RECORD

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R. Condon

Director of Total
Health & Safety