

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 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	Section 2.5

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
Employee	(a) a person employed at or in a place of employment, or (b) a person at or in a place of employment for any purpose in connection therewith;
Supervisor	A person authorized by an employer to supervise or direct the work of employees regardless of title (lead, foreman, senior, etc.)

5.0 RESPONSIBILITIES

5.1 Supervisor

- 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 for an employee
- Provide oversight

5.2 Employee

- Understand and follow this standard
- Maintain a clean work area
- 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.

6.1 Benefits of Good Housekeeping:

- **Reduced risk of slips, trips, and falls** due to minimized clutter and prompt cleanup of spills
- **Lower fire hazards** through better organization and removal of flammable materials
- **Decreased exposure to hazardous substances**, enhancing worker safety
- **Improved management of tools and materials**, leading to greater efficiency
- **Enhanced workplace hygiene**, contributing to a healthier environment
- **More efficient use of available space**, reducing congestion

6.2 Elements of Workplace Housekeeping:

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 Workplace Cleanliness and Food Safety

- All employees are responsible for maintaining a clean and organized work environment. This includes washrooms, locker areas, kitchens, and other shared
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spaces. Employees should follow a "clean as you go" approach to prevent unnecessary spills or clutter.

- In situations where food contamination is a risk, such as when no designated eating area is separate from the work area, the employer must provide a clearly defined eating space that is physically separated from the work area to ensure employee safety and hygiene.

6.2.4 Handling and Storage of Materials

- Shelving units must be securely anchored to prevent tipping or collapse. All materials, machinery, and equipment must be stored or positioned in a manner that does not create a safety hazard in the workplace. This requirement aligns with New Brunswick's General Regulation 91-191, Section 16, which mandates that employers ensure safe storage practices to protect workers from injury risks
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- 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).
- 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

Revision	Date	Revision Summary	Author	Reviewed By	Approved By
01	2021-06-24	New format, rewording to provide clarification.	N. Allen	Total Health & Safety	Robin Condon
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