



## General Housekeeping/Sanitation Policy

**Number: J-15**

**Revision: 0**

**Effective Date:  
09-21-2009**

**Pages: 1**

### 1.0 Policy/Procedure

Good housekeeping is essential to maintaining safe working conditions.

#### Employees shall:

- Keep their work area clean and material properly stored.
- Keep walkways and floor areas clear of slip, trip and fall hazards.
- Place all waste and debris in designated containers for proper disposal.
- Not litter.
- Properly dispose of refuse in suitable waste containers or recycle whenever possible.
- Clean up all water or beverage spills.
- Notify their supervisor or qualified designated person for clean up and barricade the spill area if hazardous chemical spills are identified.
- Store oily waste or rags and other flammable waste in approved safety containers that have lids.
- Maintain three (3) feet clearance from all electrical panels, 150 volts or less.
- Not store materials in or near switch boxes, switchboards, in mechanical equipment rooms, attics, and telephone switch gear rooms.
- Not block or obstruct exit routes.
- Not obstruct access to fixed ladders, stairways, electrical switches, fire fighting, rescue or any emergency equipment.
- Keep tools stored neatly in designated area and materials securely racked or stored.
- Wash your hands after using the bathroom and before eating.