

Housekeeping and Material Storage Procedure

January 2023

A. Purpose

Attention to general cleanliness, storage and housekeeping can prevent numerous accidents. This chapter covers items not discussed in other areas and is not intended to cover all specific housekeeping requirements. Good housekeeping efforts are a part of IPS★ITCS fire prevention and accident prevention program.

B. Management and Employee Responsibility

All Employees share the responsibility for maintaining good housekeeping practice and following the established housekeeping procedures. The Manager, Supervisors, Safety Coordinator and Safety Committee will be responsible to monitor housekeeping as part of their facility safety inspection procedures, note any hazards or areas of non-compliance, initiate clean-up procedures and provide follow-up. Management has the additional responsibility to provide disciplinary action when necessary to reinforce compliance with this program.

C. Smoking Policy

Smoking is not permitted inside buildings and/or within 50-feet of material storage. This includes all offices, rest rooms, locker rooms, production floor, storage areas, coolers, etc. Smoking is permitted outside in designated areas and in the Smoking Section of authorized break areas before work, after work and during breaks. To prevent fires and keep the grounds neat and orderly, all cigarette/cigar ashes and butts are to be disposed in the provided butt cans or ashtrays only. Smoking within host facilities will only be permitted in designated areas.

D. Department and Area Housekeeping Procedures

Office areas are to be kept neat and orderly.

The following general rules apply to prevent injuries and maintain a professional appearance.

1. All aisles, emergency exits, fire extinguishers, etc., will be always kept clear (a minimum of three feet of either side) of material storage (temporary and permanent).
2. Storage areas will be always maintained orderly. When supplies are received, the supplies will be stored properly.
3. Spills will be cleaned-up immediately and wastes disposed of properly.
4. All waste receptacles will be lined with a plastic trash bag to avoid direct contact while handling. Custodial Employees will use rubber gloves and compaction bar when handling wastes.
5. Keep file and desk drawers closed when not attended to avoid injuries. Open only one drawer at a time to prevent tipping of file cabinets.
6. At the end of the business day, turn off all office equipment (area heaters, lamps, coffeemaker, PCs, etc.) and lights to save energy and prevent fires.

All space heaters be un-plugged at the end of the day to assure they have been turned-off.

Production areas will be kept neat and orderly, during operations and as follows:

1. All aisles, emergency exits, fire extinguishers, eye wash stations, etc., will be kept clear (a minimum of three feet in front of and to either side) of product storage, material storage, fork trucks and pallet jacks at all times.
2. Spills will be cleaned up immediately.
3. All process leaks will be reported to supervision and maintenance for immediate repair and clean-up.
4. Utility Employees will be responsible to keep aisles and work floors clear of excessive debris and waste materials during shift operation, between breaks and at shift change when necessary or directed by supervision; however, all Employees are responsible to communicate slippery floors to supervision for immediate clean-up.
5. All refuse and waste materials will be placed in the recognized waste containers for disposal.

Rest rooms, locker rooms and cafeteria are provided as a convenience for all Employees. The following rules will apply:

1. Employees are expected to clean-up after themselves as a common courtesy to fellow Employees.
2. Flammable materials (fireworks, explosives, gasoline, etc.) may not be stored in lockers or brought on company property.
3. Personal food item will not be stored in lockers or cafeteria overnight.
4. All waste receptacles will be lined with a plastic trash bag to avoid direct contact while handling and Custodial Employees will use rubber gloves and compaction bar when handling wastes.
5. All refuse and waste materials will be placed in the recognized waste containers for disposal.

Maintenance Areas:

1. All aisles, emergency exits, fire extinguishers, etc., will be always kept clear (a minimum of three feet of either side) of material storage (temporary and permanent).
2. Storage Areas will be always maintained orderly:
 - a. Pipe stock stored horizontally on racks and sorted by size
 - b. Metal stock stored horizontally on racks and sorted by size
 - c. Sheet metal stock stored vertically in racks and sorted by type
 - d. All fittings, etc., stored in bins on shelves and sorted by type and use
 - e. All flammables stored in OSHA-approved Fire Cabinets and self-closing cans where necessary

3. Spills will be cleaned-up immediately by the person responsible and wastes disposed properly.
4. All refuse and waste materials will be placed in the recognized waste containers for disposal.

Grounds:

The grounds surrounding IPS★ITCS are an extension of the workplace. Grounds that are kept neat and orderly show pride by IPS★ITCS for Employees, customers, and neighbors to enjoy.

The following general rules will apply:

1. All trash will be discarded only in the waste containers provided.
2. Park only in the designated assigned area.
3. The Maintenance Department will be responsible for grounds keeping (mowing, trimming, etc.) as needed. Maintenance will also establish procedures for ice/snow removal, when necessary, prior to operations each day.

E. Material Storage

Proper storage procedures are required for dry, raw materials, finished product flammables and compressed gases storage to prevent fires, keep exits and aisles clear and avoid injuries and illnesses. General rules for material storage are as follows:

Materials and Finished Products Storage

1. Materials may not be stored any closer than 18 inches to walls or sprinkler heads. A minimum of 3 feet side clearance will be maintained around doorways and emergency exits. Passageways and aisle will be properly marked and a minimum of six feet in width. Materials, forklifts, pallet jacks, etc., may not be stored in aisles or passageways.
2. Aisles and passageways will be kept clear of debris. All spills of materials will be immediately cleaned-up by the person responsible.
3. All platforms and racks will have maximum load capacity displayed. The weight of stored material will not exceed the rated load capacity.

F. Flammable Storage

1. All flammables will be stored in OSHA-approved flammable storage cabinets or stored outside (at least 50 feet from any structure)
2. Fuels, solvents, and other flammables (not stored in original shipping containers) will be stored in OSHA-approved self-closing containers with

flame arresters. Flammables may not be stored in open containers (open parts baths, etc.).

3. Flammable storage areas will be kept dry and well ventilated. No storage of combustible materials, open flames or exposed electrical components are permitted in the flammable storage area.
4. Flammable or combustible materials may not be stored in electrical rooms. Electrical rooms must be always kept clean and dry.

G. Compressed Gas Storage Safety

1. Gas Cylinder Shipment Receiving
2. Inspect cylinder for defects & proper marking/labels
3. Ensure stamped date on cylinder has not expired
4. Inspect valve assembly and adapter thread area
5. Ensure SDS is on file or with shipment
6. Follow SDS requirements for storage
7. Gas Cylinder Storage
8. Cylinder cap securely in place when not in use.
9. Marked with contents and if empty/full.
10. Stored up-right and secured to a stationary structure in a shaded and well-ventilated area.
11. Cylinders not stored within 50-feet of exposed electrical components or combustible materials.
12. Cylinders are protected from accidental rupture.
13. Chemically reactive gases not stored within 50-feet of each other.
14. Gas Cylinder Movement
 - a. Must be secured to a cart or cylinder trolley
 - b. Cap securely fastened
15. Gas Cylinder Usage
16. Inspect valve adapter threads.
17. Inspect all fasteners, hoses & regulators prior to hooking up to cylinder.
18. Use only for approved purposes.
19. Use in up-right position.
20. Fasten cylinder to structure or cart.
21. Regulators must be of same rated pressure as cylinder
22. Keep cylinder valve shut when not in use; don't depend on regulators

Revision History

Rev	Rev Date	Rev By	Approved By	Description
1.0	1.3.2022	Shayne Torrans	Shayne Torrans	Initial Procedure Document
1.1	12.20.2022	Shayne Torrans	Shayne Torrans	Format Revision

Approvals:

Procedure Owner

Print Name

Date

Signature

Competency Assessment

No.	Questionnaire	C/NYC
Q1		
A1		
Q2		
A2		
Q3		
A3		
Q4		
A4		
Q5		
A5		

Enclosed Attachments	
Risk Assessment	<input checked="" type="checkbox"/>
Environmental Aspect and Impact	<input checked="" type="checkbox"/>
Training and Competency	<input checked="" type="checkbox"/>
Measure and Evaluation Tools	<input checked="" type="checkbox"/>

Competency Checklist

To be filled out by Trainer and signed by Employee, Assessor and Supervisor before being returned to the HSEQT Manager for recording purposes.

Procedure	Competency	Date	Competent YES / NO	Employee Signature

(Please tick appropriate box)

This employee is competent in performing the job.

This employee has not attained the competency level.

*

* *If the employee has not attained all competency levels, the General Manager must assess the action to be taken, provide an extension of training or alternative action as listed below.*

Alternate action to be taken: _____

Signed By	Employee:	_____	Date:	_____
	Trainer:	_____	Date:	_____
	Assessor:	_____	Date:	_____
	Regional Manager:	_____	Date:	_____

Environmental Aspects and Impacts

Identified Environmental Aspects and Impacts

The following table is a summary of the likely environmental aspects and impacts that may be identified during site inspections. The significance of each impact needs to be assessed using the Risk Assessment Model.

Activity	Aspect	Impact
Purchasing & Administrative Work	Consumption of goods	Conservation of natural resources
	Consumption of energy (eg. Electrical equipment and facilities)	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of waste (eg. Paper)	Consumption of space for waste disposal; Habitat loss
Climate Control	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of noise	Disturbance to community; Habitat loss
Cleaning of – offices / vehicles	Storage, use and release of chemicals	Contamination of air, water or soil; Risk to human health
Transport (Fleet vehicles / staff travel)	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Loss of habitat at all stages of generation; Light pollution
	Consumption of goods (eg. Oil)	Consumption of natural resources; Generation of waste; Habitat loss; Biodiversity impacts
	Generation of waste (eg. Oil)	Consumption of space for waste disposal; Potential contamination of water or soil; Habitat loss
	Exhaust emission	Release of greenhouse gases and atmospheric pollution
	Use of dangerous goods (eg. Batteries)	Potential contamination of air, water or soil; Risk to human health
	Generation of noise	Disturbance to community; Habitat degradation
Operations		

Risk Assessment

Risk Assessment // insert name here

Step No: Logical sequence	Sequence of Basic Job Steps documented in the Procedure, Work Instruction and project plans. Break down Job into steps. Each step should be logical and accomplish a major task.	Potential Safety & Environmental Hazards/Impacts at the site of the Job Identify the actual and potential health and safety hazards and the environmental impacts associated with each step of the job.	Risk Rating Refer to the risk matrix or HSEQT.PRO. Risk Mgt	Recommended Corrective Action or Procedure <i>Determine the corrective actions necessary to reduce the risk to as low as reasonably practical (ALARP) refer to HSEQ.PRO.Risk Mgt. The risk must be reduced or controlled to ALARP before work commences.</i> Document who is responsible for implementing the controls to manage each hazard identified.	Risk Rating refer to the risk matrix or HSEQT.PRO.Risk Mgt
1.					
2.					
3.					
4.					
5.					

Audit

Process: insert// Procedure: Insert //			Date:	Audited by:
			Location of Audit:	Area Mgr/Supervisor:
Item	Question	Evidence Sited	Comments	Conformance Score 0,3,5
1.				
2.				
3.				
4.				
5.				
6.				
7.				
AUDITOR'S SIGNATURE: SAFETY REP'S SIGNATURE:		CONFORMANCE SCORE: / 25 CONFORMANCE %:		0 – Non-Conformance 3 – Continuous Improvement Opportunity 5 – Total Conformance