

Manual Section 7	Issue Date 07/15/04	Revision Date 06/15/21	Policy Number LLCP-080
	Housekeeping & Work Conditions		

Purpose

To establish the requirement and responsibilities for routine housekeeping to ensure that work areas are maintained in a clean, safe manner; and present an acceptable appearance.

Scope

All LLC Companies including, Blanchard Industrial, LLC, GIS Engineering, LLC, Grand Isle Shipyard, Inc., and GWIS, Mack Steel, NuWave, Sun Industries; hereafter identified as “Company”.

Policy

The Company strives to provide a safe and healthy environment for its personnel, Customers and visitors. Lack of housekeeping is a major contributor to occupational injuries and illnesses. The guidelines outlined in this document represent the acceptable housekeeping practices while employed by the Company. An employee's failure to follow the policies and procedures outlined in this document could lead to disciplinary action, up to and including termination.

References

- OSHA Standard, 29 CFR 1910.22 General Requirements
- OSHA Standard, 29 CFR 1910.141 General Environmental Controls
- OSHA Standard, 29 CFR 1926.25 Housekeeping

General

Housekeeping is an important factor in maintaining a safe workplace. Work areas, equipment, and materials should be kept orderly and free of obstructions and debris in a manner that minimizes personnel safety hazards and allows easy access to critical equipment, controls, or safety devices.

All personnel will work towards maintaining their respective workplace in a clean and orderly manner.

Housekeeping encompasses all activities related to the cleanliness of our facilities, materials, and equipment and the elimination of nonessential materials and hazardous conditions. The following general housekeeping practices must be applied to all areas within OUR Company and all areas where employees perform maintenance, construction, or other activities:

1. Garbage, scrap, and other trash materials are to be disposed of in containers constructed of noncombustible materials or approved nonmetallic materials (e.g., UL approved plastic). Containers exceeding 40 gallons in size and containers in all industrial areas must be covered at all times.
2. Material and equipment will be stored only in appropriate storage locations.
3. Liquid spills are to be cleaned up immediately.
4. Equipment is to be kept clean and in good working condition.
5. Individual work areas are to be kept clean to insure that work activities may proceed in an orderly and efficient manner.
6. Tools, supplies, parts, and equipment will not be used in a manner that would be hazardous or adversely affect the work quality. Control should be used to insure that the work area is maintained in an acceptable manner.
7. Trenches, pits, or sumps are to be covered or barricaded at all times.

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8. Welding splatter and slag should be contained with the use of high temperature protective screens or shields. Welding splatter or slag should be cleaned up before leaving the work site for an extended period of time. The entire work site will be cleaned at the end of the work shift.
9. Compressed air shall not exceed 30 psi when used for cleaning purposes. Eye protection is required during these cleaning operations. The use of compressed air for cleaning an employee's body or clothing is prohibited.
10. Shelved items must be placed in an orderly manner and arranged so that the items cannot easily fall while nearby items are being retrieved.
11. Items will not be placed in front of shelves so that employees must climb or reach over the items stored in front of the shelves to retrieve items.
12. Storage of unnecessary combustibles such as cardboard boxes is prohibited.
13. Items stored remain 18" below the plane of the sprinkler heads, or 24" below the ceiling in areas without automatic sprinkler systems.

Inspections

Industrial work areas will be inspected for deficiencies in cleanliness and good physical appearance. Inspections must be performed at a frequency that will ensure the desired level of cleanliness and appearance are maintained.

Supervisors should monitor these areas to insure that housekeeping is acceptable.

In shared storage areas, shops, or offices, supervisors of the various employees must work closely together to insure that housekeeping is maintained in an acceptable manner.

Maintenance deficiencies that pertain to Company facilities should be documented and forwarded to the appropriate part for repair.

During inspections, any safety related deficiencies that constitute hazardous conditions must be given priority attention. Hazardous conditions that constitute imminent danger shall be immediately reported to the departmental supervisor who, in turn, will notify the Corporate Safety Department.

Inspection guidelines:

1. Housekeeping is being maintained as an integral part of every work operation.
2. Receptacles are available for waste and debris.
3. Cleaning and removal of waste, debris, and dust is being performed regularly.
4. A sufficient number of waste receptacles are available to make their use convenient.
5. Stairways, aisles, corridors, and passageways are free from loose material and debris and are not used for storage.
6. Tools, cords, and other materials are not strewn about where they may cause tripping or other safety hazards.
7. Locker rooms, wash rooms, toilets, drinking fountains, and other similar facilities are being constantly maintained in a sanitary condition.

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8. Deficiencies in physical appearance (such as a need for painting and other appearance related maintenance items) should be noted during the inspections.
9. Deficiencies in the area of corrective maintenance such as leaking valves or fittings, excessive motor vibrations, etc., should be noted during the inspections.

Responsibilities

1. Corporate Safety shall:

- Insure that the requirements of this Standard Practice remain current with the applicable regulatory directives.

2. Supervisors shall:

- Insure that requirements of this Standard Practice are being followed by conducting inspections, reviews, spot-checks, and other warranted follow-up action.
- Plan for the necessary funding to insure good housekeeping standards are maintained.
- Conduct or arrange for inspections in their area of responsibility.
- Insure that each work area under their supervision is maintained at an acceptable level of appearance and cleanliness.
- Initiate corrective action for deficient items noted during inspections.

3. Personnel shall:

- Follow the requirements of this Standard Practice.

Lighting

Proper lighting is necessary to perform work safely, reliably, and efficiently. Workers are expected to perform the following activities, when applicable:

- Turn on lights before entering a dark room or area.
- Replace burned-out or damaged light bulbs, or report malfunctioning lights to the person or group responsible for repair/replacement.
- Report areas where lighting is inadequate or not functioning properly.
- Provide suitable temporary lighting when primary lighting is unavailable.