

EPP- 4.11 Nuisance – General Housekeeping

1. PURPOSE:

Effective housekeeping can eliminate workplace hazards (such as the potential for fire) and environmental impacts (such as the generation of litter and dust) and provides an environment, so that work activities can be performed safely and effectively. It includes keeping work areas neat and tidy; maintaining walkways and other areas free of slip and trip hazards and the safe storage and removal of waste materials (e.g. paper, cardboard) and other fire hazards from work areas

2. SCOPE:

This procedure applies to all EMR depots.

3. PROCEDURE:

- 3.1 The Depot Manager is responsible for monitoring the level of and maintaining good housekeeping on site at all times.
- 3.2 All employees are responsible for maintaining their work areas and ensuring that their areas are kept clean and tidy.
- 3.3 Housekeeping should be carried out during the course of work activities to ensure workstations and access routes remain safe, clean and tidy.
- 3.4 Additional housekeeping should be carried out at the end of the day / shift to ensure all work areas, equipment and pedestrian routes are kept clean and tidy
- 3.5 Items of rubbish or fallen material (especially on pedestrian or traffic routes) and oil or chemical spills in the yard must be cleared away promptly.
- 3.6 Spill sorb must be applied immediately to any oil and fuel spills on site and then cleared and disposed of as hazardous waste as soon as is reasonably practicable.
- 3.7 Items when not in use must be stored away in designated cupboards, on appropriate shelves, designated storage areas etc.
- 3.8 Chemicals, paints, solvents, aerosols and other flammable items must be stored in appropriate chemical stores (e.g. in lockable, yellow painted steel cabinets showing warning diamonds)
- 3.9 Correct and safe segregation of items and materials must be applied at all times (e.g. gas cylinders must not be stored adjacent to ignition sources, flammable liquids next to oxidizers such as bleaches).
- 3.10 Areas where 'hot works' are planned (e.g. oxy-propane cutting) must be kept clear of combustible materials (such as litter etc.) and flammable liquids (e.g. ELV waste petrol tank).
- 3.11 Site or contracted mechanical road sweepers must be deployed where required at a frequency which suits the conditions i.e. the frequency may have to be increased during hot or dry periods.
- 3.12 From time to time a 'deep clean' might be required to remove accumulated or ingrained dirt / debris.
- 3.13 Wind-blown litter must be cleared and prevented from building up and potentially crossing site boundaries.
- 3.14 Non-permitted accumulation of items (e.g. 'hoarding' of items taken out of scrap) must be discouraged as these may pose a fire risk (if items are combustible) or create obstacles in the event of an evacuation due to a fire.
- 3.15 General waste (e.g. office waste, dirt) must not be allowed to build up excessively and waste disposal must be organised / scheduled promptly and frequently.
- 3.16 All inspections and assessments must be documented. Site management must document all complaints received on a TCM Event Log and contact the Environmental Coordinator.

4. RESPONSIBILITY:

All staff are responsible for good housekeeping on site; site management is responsible for the control and compliant removal of any waste or nuisance on site.

Issue no:	01	Date:	Oct 2017	Parent document:	Health & Safety, Environmental and Quality Policy		
Approved for IMS:	IMS Management Team		Document owner:	Group SHE Manager	File location:	E1.10	Page 1 of 4

EPP- 4.11 Nuisance – General Housekeeping

5. ASSOCIATED GUIDANCE & INFORMATION:

- Environmental Management Plan
- Site Action Log
- TCM Event log
- DEMP (Dust Emissions Management Plan)

Issue no:	01	Date:	Oct 2017	Parent document:	Health & Safety, Environmental and Quality Policy		
Approved for IMS:	IMS Management Team		Document owner:	Group SHE Manager	File location:	E1.10	Page 2 of 4

EPP- 4.11 Nuisance – General Housekeeping

Competency Test			
Assessor Name:		Date of Assessment:	
Assessor Signature:		Assessment Score:	/10
Employee Name:		(marks / total)	<input type="checkbox"/> Pass (100%)
Employee Signature:			<input type="checkbox"/> Fail (below 100%)

Please tick correct answer(s)

Q1	What is the purpose of effective housekeeping?	
A:	To assist the cleaners	<input type="checkbox"/>
B:	To remove workplace hazards	<input type="checkbox"/>
Q2	When should Housekeeping activities be carried out?	
A:	During normal work activities and at the end of each shift,	<input type="checkbox"/>
B:	Once per week	<input type="checkbox"/>
C:	Whenever you get spare time.	<input type="checkbox"/>
Q3	Who is responsible for housekeeping?	
A:	The cleaners	<input type="checkbox"/>
B:	Whoever made the mess	<input type="checkbox"/>
C:	All employees are responsible for housekeeping	<input type="checkbox"/>
Q4	What must be cleared away from areas where hot works are taking place?	
A:	Combustible materials (such as litter etc.)	<input type="checkbox"/>
B:	Valuable material.	<input type="checkbox"/>
C:	Heavy scrap	<input type="checkbox"/>
Q5	What (apart from good housekeeping) will clearing walkways achieve?	
A:	Please the Environment Agency	<input type="checkbox"/>
B:	Remove slip and trip hazards	<input type="checkbox"/>
C:	Keep yard staff busy	<input type="checkbox"/>
Q6	Q6 Where must hazardous chemicals be stored?	
A:	In the safe	<input type="checkbox"/>
B:	In a lockable (yellow painted), labelled steel cabinet with relevant warning diamonds	<input type="checkbox"/>
C:	In the depot managers office	<input type="checkbox"/>
Q7	Q7 What will clearing litter achieve?	
A:	Reduce waste generated	<input type="checkbox"/>

Issue no:	01	Date:	Oct 2017	Parent document:	Health & Safety, Environmental and Quality Policy			
Approved for IMS:	IMS Management Team		Document owner:	Group SHE Manager	File location:	E1.10	Page 3 of 4	

EPP- 4.11 Nuisance – General Housekeeping

B:	Make the site look better	<input type="checkbox"/>
C:	Stop litter building up and crossing the site boundaries	<input type="checkbox"/>

Issue no:	01	Date:	Oct 2017	Parent document:	Health & Safety, Environmental and Quality Policy		
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