

### Housekeeping and General Environmental Considerations

- Good housekeeping is an essential element for maintaining a safe, clean and productive facility. Be sure to take the time to plan and establish a neat and orderly work area. Keeping a clean and organized area is good for our company and industrial image as well as being extremely important for our Safety, Health and Environment.
- Containers shall be provided for the collection of waste oils/chemical, used rags, and other industrial wastes. These containers should be labelled immediately with specific information especially if there are any hazardous wastes or any chemical that requires specific labeling and storage requirements. Garbage and other wastes shall be disposed of at frequent and regular intervals. Contact your supervisor when containers are needed and need disposal.
- Lead by example to maintain safe and clean facility. Everyone is responsible for keeping the workplace neat, clean, and safe.

### General Considerations

- Waste materials must be placed in appropriate labeled containers such as metal or plastic drums and should not be left lying around.
- Chemical drums should be staged safely and stored as neatly as possible.
- Drums should be in containment and covered so they are not exposed to the elements.
- All drums/containers should be equipped with lids in place.
- Store empty drums neatly, caps in place.
- Keep material storage tidy especially when visible to the public.
- Take special care when disposing of packaging materials as they are usually lightweight and therefore have the potential of becoming a windblown nuisance.
- Dispose of waste chemicals into proper containers, label waste containers immediately with required labeling information.
- Maintenance items such as grease tubes, oily rags and filters should be disposed in an appropriate manner. If disposing as industrial waste in a drum, secure the lid and label as solid oily waste.
- Liquids and other materials or containers must be disposed of in accordance with applicable regulations.
- Avoid the spilling of liquids anywhere on site but especially in the vicinity of the waterways.
- Clean up any spills rapidly and report them to your supervisor.
- If recycling filters, they should be separated from the other solid oily wastes.
- Clean up lime spills immediately as they can contribute to air pollution and become a safety violation.
- Turn off temporary or permanent lighting when not required.
- Do not leave anything lying around the site that may cause a potential hazard to the people on site or the environment (e.g., conveyor belts, vacuum hoses or grease tubes).





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## *Toolbox Talk*

- Site should be clear of underbrush/overgrowth which present a hazard to workers (e.g., poison ivy, brambles, thorn trees, etc.).
- Clean up garbage and do not allow the site to become a dump site.
- Keep bone yards orderly.
- Containment areas are not garbage cans.
- Drip pans need to be stored covered.
- Accumulated water in drip pans needs to be disposed of properly and not dumped onto the ground.
- Batteries need to be stored under cover and recycled.
- Reuse, Reduce and or Recycle whenever possible.



### **Brief discussion points:**

- Where are our major housekeeping issues on site? Why?
- Why is it so important to keep a clean and tidy site?
- How can we improve housekeeping on our site?
- Who is in charge of housekeeping here at our site?
- Has anyone had an incident or near miss due to poor housekeeping?