

Housekeeping

<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created:</b>	<b>Date of Last Revision</b>

<b><i>Hazards Present:</i></b>	<b><i>PPE or Devices Required:</i></b>	<b><i>Additional Training Required:</i></b>
Slip/Trip	Steel toed boots	
Chemical exposure	Eye protection	
Muscle strain	Hand protection	

**Safe Work Procedure:**

- 1) Work areas should be cleaned before, after, and during a task
- 2) Make sure all cords and hoses are properly wound and out of walking path
- 3) Pick up all hand tools when finished using them
- 4) Clean any spills immediately
- 5) Dispose of any unused oil, cleaning supply, or any other chemical properly
- 6) Ask for help for lifting any object that is too heavy for one person

***If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure***

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three year  Reviewed By WSH Committee:  Date:
MB Workplace Safety & Health Act & Regulations:  4 General Workplace Requirements 6 Personal Protective Equipment 8 Musculoskeletal Injuries 35 Workplace Hazardous Materials Information Systems	