

## HOUSEKEEPING SAFETY POLICY

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### **Purpose:**

It is recognized that many serious accidents can often result from people slipping, tripping, and falling.

It is also recognized that shoddy housekeeping practices increase the chance of fire and reduce the companies' ability to compete in the marketplace.

### **Scope:**

To help eliminate this risk, supervisors and workers must accept the responsibility to maintain their work environment. Good housekeeping means that materials and equipment used by each employee will be returned to its proper location or discarded of properly.

Efforts made in the direction of good housekeeping practices will prevent accidents, promote good health, and increase profitability.

### **The main objectives of good housekeeping are:**

1. To eliminate accidents and fire hazards.
2. To conserve space, time, materials and effort.
3. To provide and maintain safe and healthy working conditions.

### **Material Storage**

Improper storage arrangements for materials, equipment and substances can result in serious accidents. Materials should be stored in designated areas with stacking arrangements supervised by a competent person. Hazardous substances should be stored, transported and used safely and only stored in properly labelled and approved containers in designated areas or compounds approved by local regulations. Adequate clearance should be provided between stacks and all storage facilities kept secure and safe in terms of stability.

**THIS IS A 3-PAGE POLICY.**