

POLICY	
Policy Number: HS2020-021	Date Approved: April 2009
Department: Health and Safety	Date Reviewed: October 2020
Housekeeping	

1. Policy Statement

It is the policy of the Corporation that every employee will maintain their work environment in a state of cleanliness and neatness in order to protect themselves, co-workers, customers, and contractors/sub-contractors engaged in any corporation activity.

2. Purpose

Maintaining a clean and orderly workplace reduces the risk of injury due to slips, trips, falls, fire and other hazards. Good housekeeping practices will contribute to hazard control while increasing efficiency. Housekeeping is everyone's responsibility. The goal is to make the workplace safe, neat, comfortable, and functional.

3. Scope

This policy is applicable to all employees of the Town of Kirkland Lake (the Corporation).

4. Definitions

Not Applicable

5. Policy & Procedures

- Rubbish and waste material must be removed from work areas as soon as possible. A work area includes but is not limited to, office work space, employee lounge, waiting rooms, workshop, work bench, interior and exterior of vehicles including heavy equipment and storage areas.
- All work areas and public access areas should be checked on a regular basis to ensure good housekeeping practices.

- Excess stock must be stacked neatly in the storage/warehouse area to prevent falling merchandise.
 - Space used for passage such as hallways, walkways and stairways shall be kept clean and clear at all times.
 - Eliminate the slipping hazard caused from oil and liquid spills by immediately cleaning them up and eliminating the source(s) of the spill.
 - All shelves, floors, and work surfaces shall remain as dust-free as possible.
 - All entry mats shall be checked regularly for hazardous ripples or curling and be immediately rectified.
 - Any broken or damaged merchandise, material and furniture shall be removed from the floor and stored in designated area until item is disposed according to corporate policy.
 - Keep sprinklers, fire alarms and fire extinguishers clear at all times.
 - Follow maintenance requirements for machinery, lighting and tools.
 - **Winter Precautions:** Snow and ice on walkways, parking lots, entries, shipping platforms, stairs, and work areas shall be removed by salting to prevent slipping. Overhead icicles shall be carefully removed in order to avoid any hazards or falling icicles injuring persons or damaging property. Personal protective equipment is to be worn during icicle removal.
- * The end of a shift is considered complete only when the work area is cleaned up and tools, equipment and merchandise are returned to their proper storage place.

Responsibilities:

The Town of Kirkland Lake

The Corporation will provide awareness and training material to educate all employees in good housekeeping practices.

Department Heads/Supervisors

- Managers and supervisors are to identify all the housekeeping, storage and waste disposal requirements for their department.
- Develop written up-to-date policies and procedures for housekeeping and storage that include relevant requirements.
- Ensure all employees are made aware of good housekeeping practices and procedures.

Joint Health and Safety Committee / Safety Coordinator

- The Joint Health and Safety Committee members and Safety Coordinator are to ensure good housekeeping practices and procedures are in place.
- Record any and all deficiencies found during monthly workplace inspections.
- Ensure all employees are provided with good housekeeping practices and procedures awareness training.

Employees

- Maintain a clean and orderly workplace in accordance with listed procedures.
- Report any and all hazards and deficiencies to supervisor or department health and safety representative.

6. Summary

Legislation/Standards

Occupational Health and Safety Act