











Date Revised:	May 2019	Overall Task Risk Rating:	<b>C</b>
Description:	Removing debris and waste from the work area, properly disposing of waste, ensuring emergency exits are not obstructed, eliminating any tripping hazards, maintaining appropriate access and egress, practicing proper spill clean-up		
Location(s):	Office, Shop, Asphalt Plant & Construction Projects		
Associated Documents: Hazardous Agents WTS, Overhead Hazards WTS			

## RED FLAGS (HOLD WORK UNTIL CORRECTED):

### Note:

- If poor housekeeping is causing unsafe walking / working conditions (i.e. by means of slip or trip hazards or protruding objects, etc...) do not continue to work in this location until the situation has been safely dealt with
- If there are any fire hazards due to poor housekeeping, remove the fire hazard before continuing work
- If there are any unidentified spills, notify others working in the area and inform your Foreman / Superintendent - Ensure that the spill has been adequately dealt with before continuing with work

## PERSONAL PROTECTIVE EQUIPMENT (CSA APPROVED)

									
Head Protection	Foot Protection	High-Vis Protection	Hearing Protection	Hand Protection	Eye Protection	Respiratory Protection	Skin Protection	Face Protection	Fall Protection
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: No specific PPE required.

- When in the Shop one must adhere to the minimum Shop PPE Requirements: Safety Boots
- When onsite one must adhere to the minimum site requirements (i.e. Safety Boots, Hard Hat & High Visibility Protection. Safety Glasses when necessary)
- Additional PPE such as hand protection (i.e. gloves) and respiratory protection (i.e. a full face respirator) may be required depending on the materials involved in the housekeeping task
- Workers must wear all PPE listed in the SDS for the specific hazardous products that they are to handle

## SAFE WORK PRACTICES (SWP)

### General Housekeeping Safety Practices:

- Progressive and ongoing housekeeping for all locations are to be maintained
- Each employee is responsible for maintaining and cleaning their work area on a daily basis (more frequently if necessary)
- Ensure that waste and debris is disposed of in designated areas on a daily basis or as required.
- Wear appropriate PPE (i.e. cut resistant gloves, eye protection)
- Upon daily arrival to the workplace, each worker should check their location and ensure work area is clear from any debris. Report any failure of removal of debris to the Foreman/Superintendent
- Inform Foreman/Superintendent where housekeeping activities require attention



### Access / Egress:

- All walkways, stairways, access / egress points, and access to emergency equipment are to be kept clean and free of obstructions at all times (remove any build up of debris or snow / ice that may accumulate)
- Keep walkways, halls and stairs clear of tripping hazards (i.e. electrical cords, hoses)

### WHMIS:

- Ensure chemicals are stored correctly and labeled / identified (i.e. away from overhead powerlines &/or trenches) as per the MSDS / SDS
- Consult MSDS / SDS for specific material considerations (ensure MSDS / SDS present for every hazardous product onsite)

- Follow the company standard for spill procedures. Have an appropriate spill kit ready available for use
- Refer to Hazardous Agents WTS for more detail

**Dust Control:**

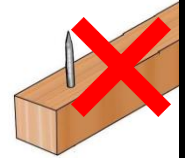
- Control the spread of dust by using work procedures that limit the generation of dust, and regularly cleanup any dust that is generated
- Control dust by means of spraying water and or other control products
- When possible, water is recommended to control dust generated by saw cutting operation

**Environmental Considerations:**

- Ensure puddles / sitting water due to rain or flooding is dealt with
- Ensure salt is used in areas where ice can build up potentially causing a trip hazard

**Storage:**

- Keep designated storage areas free from clutter. Keep stacked items accessible
- Ensure material is stored so that it can not topple or fall (and is protected from wind if outside)
- Do not store material under powerlines



**Vehicles / Equipment / Machinery:**

- Keep all areas inside cabs of machinery free of debris and all windows cleaned
- Trucks and company vehicles should be cleared daily of any garbage so as not to obstruct breaks, accelerator pedals, safeties, etc.

**Training:**

- Employee Orientations (including roles, responsibilities, applicable workplace task standards, WHMIS, etc.)
- Workers exposed to, required to work with, or required to clean up / dispose of WHMIS controlled hazardous products, must be trained in WHMIS and have supplemental task specific training

JOB HAZARD AND RISK ANALYSIS		RISK RATING SYSTEM	A
			High risk of injury or equipment / property damage.
TASK HAZARDS		TASK CONTROLS	B
			Medium risk of injury or equipment / property damage.
			C
			Low risk of injury or equipment / property damage.
• Poor Housekeeping and Site Planning	• Packaging and debris must not conceal dangerous hazards underneath such as protruding nails, faulty wiring or damaged flooring		C
• Improper Disposal of Hazardous Materials	• All hazardous waste materials must be correctly disposed of with accordance to Provincial Regulations. • Never pour chemicals down drains, onto the ground or into sewers • Consult MSDS / SDS for specific material considerations		C
• Material Exposure to Weather	• Tying down material for securement whenever leaving site where conditions dictate.		C
• Improper Storage and Barricades	• Store and/or stack material in such a manner as to prevent tipping		C
• Poor Housekeeping in vehicles	• Trucks and company vehicles should be cleared daily of any garbage so as not to obstruct brakes, accelerator pedals, stick shifts or windows		C
• Improper PPE Worn	• Ensure any PPE as mandated by the MSDS / SDS is worn while handling the respective hazardous product		C