

SECTION 21.0 | HOUSEKEEPING

Good housekeeping is a necessary requirement for maintaining safety. Clean and tidy worksites hold fewer hazards for all employees. Incidents and injuries are avoided, and productivity improved where good housekeeping is a daily occurrence. This document informs interested persons, including employees, that Hindsight Electric, LLC is complying with applicable OSHA housekeeping requirements.

Common sense and safety concerns encourage standardization of housekeeping measures at the worksite. Hindsight Electric, LLC has developed a set of written housekeeping procedures. In this way, Hindsight Electric, LLC have standardized housekeeping measures and are providing clear expectations and procedures for housekeeping at our organization.

Good housekeeping is possibly the most visible evidence of management and employee concern for safety and health that an organization displays on a day-to-day basis. Orderliness at our worksite contributes to a safe working environment by minimizing obstacles and potential safety and health threats, such as spills, trip hazards, etc.

All our employees, including maintenance and contractor employees, need to fully understand the safety and health hazards of poor housekeeping and improper chemical storage to protect themselves, their fellow employees, and the public.

21.1 | Walk-Around Assessment

Employees should occasionally walk around the site for an assessment to;

1. Identify main housekeeping issues, such as a lack of order, spills, icy patches, blocked or unsafe exit routes, sharp or protruding objects, loose boards, haphazard storage, combustible scrap or debris, overgrown weeds, or other hazards due to poor organization, poor maintenance, or poor housekeeping.
2. Check that proper clearances are provided around storage, lighting, heating units, electrical panels, sprinklers, and fire extinguishers.
3. Ensure that non compatible chemicals are segregated from each other.
4. Identify and recommend any corrective actions for the area you are working in.

Supervisors will ensure that any hazardous conditions discovered on the walk-around which are brought to their attention are corrected before employees may be exposed to the hazards. If the corrections cannot be made immediately, barricades and/or tags will be used to prevent employees from being exposed.

21.2 | Storage and Scrap Areas

Our worksite has a designated storage system. Our employees in the storage area physically or mechanically load and move materials. This method of storage and materials handling requires the following housekeeping measures:

1. Storerooms must be kept in a clean, orderly, and sanitary condition.
2. During construction, alteration, or repairs, form and scrap lumber with protruding nails, and all other debris, must be kept cleared from work areas, passageways, and stairs, in and around buildings or other structures.
3. Combustible scrap and debris must be removed at regular intervals during construction.
4. Garbage and other waste must be disposed of at frequent and regular intervals.

Hindsight Electric, LLC securely stores material by piling or arranging it in an orderly manner. Our housekeeping procedures for storage areas which keep them free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pest harborage are:

1. Combustible materials must be piled with due regard to the stability of piles and in no case higher than 20 feet.

2. Driveways between and around combustible storage piles must be at least 15 feet wide and maintained free from accumulation of rubbish, equipment, or other articles or materials. Driveways must be so spaced that a maximum grid system unit of 50 feet by 150 feet is produced.
3. The entire storage site must be kept free from accumulation of unnecessary combustible materials.
4. Weeds and grass must be kept down, and a regular procedure provided for the periodic cleanup of the entire area.
5. When there is a danger of an underground fire, that land must not be used for combustible or flammable storage.
6. The piling method must be solid wherever possible and produce orderly and regular piles.
7. No combustible material may be stored outdoors within 10 feet of a building or structure.
8. Also, for construction activities, here are our indoor storage housekeeping measures:
9. Storage may not obstruct, or adversely affect, means of exit.
10. All materials must be stored, handled, and piled with due regard to their fire characteristics.
11. Noncompatible materials, which may create a fire hazard, must be segregated by a barrier having a fire resistance of at least 1 hour.
12. Material must be piled to minimize the spread of fire internally and to permit convenient access for firefighting. Stable piling shall be maintained at all times.
13. Aisle space shall be maintained to safely accommodate the widest vehicle that may be used within the building for firefighting purposes.
14. Clearance of at least 36 inches must be maintained between the top level of the stored material and the sprinkler deflectors.
15. Clearance must be maintained around lights and heating units to prevent ignition of combustible materials.
16. A clearance of 24 inches must be maintained around the path of travel of fire doors unless a barricade is provided, in which case no clearance is needed. Material must not be stored within 36 inches of a fire door opening.

21.3 | Aisles, Passageways, and Walking-Working Surfaces

Hindsight Electric, LLC takes the following general actions to keep aisles, passageways, and walking-working surfaces clean, orderly, and in sanitary condition:

1. Provide sufficient safe clearances and access to all workstations and work areas, fire aisles, fire extinguishers, fire blankets, electrical disconnects, safety showers, other emergency aids, doors, and access to stairways.
2. Provide a safe means of access and egress to and from walking-working surfaces.
3. Clearly mark to distinguish walkways from areas not for pedestrian traffic.
4. Maintain walking-working surfaces free of hazards, such as sharp or protruding objects, loose boards, corrosion, leaks, spills, snow, and ice.
5. Maintain aisles and passageways free of physical obstructions that would prevent passage.
6. Keep aisles and walkways free of physical obstructions that would prevent access, including path-blocking objects, liquid or solid spills, and other obstructions.
7. Keep aisles at least 3 feet wide where necessary for reasons of access to doors, windows, or standpipe connections.
8. Keep stairs clean, dry, and free of waste, well-lit, and provided with adequate handrails and treads that are in good condition.
9. Keep the floor of each workroom clean and, to the extent feasible, in a dry condition.
10. Maintain drainage when wet processes are used, and offer dry standing places, such as false floors, platforms, and/or mats.
11. Provide an adequate number of waste receptacles at accessible locations throughout all work areas.
12. Guard any walking-working surface hazards that cannot be corrected or repaired immediately, to prevent employees from using the walking-working surface until the hazard is corrected or repaired.

21.4 | Production Areas

Hindsight Electric, LLC's general housekeeping procedures for our production areas include:

1. Maintain adequate lighting systems in a clean and efficient manner and replace bulbs as soon as possible after failure.
2. Properly maintain walls.
3. Keep windows clean by washing them regularly.
4. Keep blinds clean by washing them regularly.
5. Properly maintain doors and windows in a good working order and repair any damage to doors and windows as soon as possible.
6. Provide adequate ventilation to all work areas to keep air free of dust and other contaminants.
7. Maintain and clean all ventilation systems and heating and air conditioning systems at regular intervals.

21.5 | Grounds and Building Exterior

Hindsight Electric, LLC's general housekeeping procedures for keeping our grounds and building exterior neat and orderly include:

1. Keep the parts of buildings that are visible to public roads clean by washing them at regular intervals.
2. Keep the other parts of buildings cleaned at regular intervals.
3. Keep all doors and loading docks completely free of debris, shrubs, or other obstructions.
4. Maintain visibility through all windows by washing at regular intervals.
5. Keep doors and windows properly maintained in good working order.
6. Repair any damage to doors and windows at regular intervals.
7. Provide any stairs or platforms adjacent to or leading into the building(s) with adequate handrails, adequate treads to climb, and an area clean and free of materials.
8. Keep grounds neat and orderly, free of refuse and unnecessary materials.
9. Store materials outdoors only in designated areas of the grounds.
10. Provide designated walkways through the grounds, preferably paved, and kept clear of snow, ice, materials, or any other physical hazards.
11. Provide a lighting system that is adequate to allow employees to navigate around the grounds as necessary at dusk and after dark.
12. Maintain a neat landscaping appearance — trim lawn, trees and shrubs in such a way as to minimize any possible safety hazards.
13. Trim grass short enough to prevent trip hazards to employees.
14. Prevent trees and shrubs from obstructing doors and windows.

21.6 | Incident Investigation

Incident investigation is the process of identifying the underlying causes of incidents and implementing steps to prevent similar events from occurring. With our incident investigations, we intend to learn from past experiences and thus avoid repeating past mistakes. Some of the incidents could be “near misses,” meaning that a serious consequence did not occur, but could have.

Supervisors are responsible for promptly investigating each incident report and generating a report of findings and recommendations. Supervisors also ensure that all affected personnel, whose job tasks are relevant to an incident finding (including contract and temporary workers where applicable), review the report. In coordination with the owner, supervisors are responsible for selecting and implementing any necessary corrective actions.