

## WHS17 Housekeeping Policy

The Organisation will ensure that good housekeeping practices are adopted by all personnel to reduce the likelihood of incidents and injuries.

Managers and supervisors are responsible for enforcing good housekeeping practices as it is recognised that poor housekeeping creates hazards which can lead to injuries in the workplace. Employees are responsible for practicing good housekeeping at the FBA workplace.

Good housekeeping practices include the following, but are not limited to:

- Work, storage and amenities will be kept and maintained in a clean and hygienic manner at all times.
- Appropriate waste disposal facilities will be provided.
- Oils, greases, flammable or chemical spills must be cleaned up immediately and disposed of correctly.
- Portable equipment is to be returned to appropriate storage facilities after use
- Adequate working space for the work activity being performed shall be maintained at all times.
- Work areas including doors, stairwells, aisles and other means of egress are to be kept clear and unobstructed at all times.
- Electrical cords, hoses and pipes are not to be placed in areas where they may be subjected to damage or cause a trip hazard.
- Personal protective equipment shall be maintained in good working order. When not in use, personal protective equipment is to be stored in a clean and hygienic manner.
- Ensure all rubbish is cleared away as soon as possible and placed in correct bins.
- Material stored in open areas shall be stored in a tidy manner and in appropriate containers.
- Vehicles shall be parked only in authorised parking places.
- Aisles, walkways, corridors, staircases, doorways, entrance halls, foyers and exits shall be unobstructed, free from tripping (hoses, cables etc) and slipping hazards and the accumulation of combustible materials.
- Safety signs, fire extinguishers/hoses and emergency exits must not be obstructed.
- Compressed air and fire hoses must not be used for any housekeeping activity or for dusting down clothing.

Housekeeping should be performed daily as part of normal work practices.

### Relevant Legislation

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*