

Housekeeping	S.O.P. 3D		Page 1 of 3
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STANDARD OPERATING PROCEDURE			

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I. SCOPE AND PURPOSE

- A. This procedure is to establish the minimal requirements for housekeeping.

II. RELATED PROCEDURES

- A. S.O.P. 3F Welding and Cutting
- B. S.O.P. 3G Personal Protective Equipment
- C. S.O.P. 3I Fire Prevention

III. PERSONNEL RESPONSIBILITY

- A. It shall be the responsibility of the supervisor to ensure that all employees on his/her jobsite comply with this procedure.
- B. It is the responsibility of the employee to comply with all aspects of this procedure.

IV. COMBUSTIBLE WASTE

- A. Waste materials, including liquids, shall not accumulate in quantities that create a fire hazard. Waste or rags containing flammable or combustible liquids that create a fire hazard shall be placed in covered metal containers.

V. FLAMMABLE/COMBUSTABLE LIQUIDS

- A. Flammable liquids shall not be used for cleaning.
- B. Solvents shall not be used near an ignition source.

- C. Quantities of flammable or combustible liquids drawn from storage shall be kept in labeled, approved, safety cans.
- D. Combustible liquids, including oil or grease, shall be stored in approved containers or storage tanks. The tanks shall be:
 - 1. Capable of withstanding working pressures and stresses compatible with the type of liquid stored.
 - 2. Maintained in a manner that prevents leakage.
 - 3. Located in areas free of combustible materials.
 - 4. Vented or otherwise constructed to prevent development of pressures or vacuum as a result of filling, emptying, or atmospheric temperature changes.
 - 5. Labels and/or Placards shall be visible, legible and in good condition.
- E. Permanent storage areas shall be provided for confinement or removal of the contents in the event of tank rupture.
- F. All piping valves and fittings shall be capable of withstanding working pressures and stresses compatible with the type of liquid stored and maintained in a manner that prevents leakage.
- G. Fuel lines shall be equipped with valves capable of stopping the flow of fuel at the source and shall be located and maintained to minimize fire hazards. This does not apply to fuel lines on self-propelled equipment.

VI. WELDING/CUTTING/COMPRESSED GASES

- A. A fire extinguisher with a 2A:10-ABC rating shall be at the work location during welding, cutting, soldering, etc.
- B. Oxygen fuel gas systems shall be equipped with UL or FM approved backflow valves and pressure relief devices.
- C. Gauges and regulators used with oxygen or acetylene cylinders shall be kept clean and free of oil and grease.
- D. Fuel gas and oxygen equipment shall be closed when the cylinders are moved. Gauges and regulators shall be disconnected and removed from cylinders before they are moved.
- E. Fuel gas and oxygen equipment shall be disconnected from the source when left unattended at completion of the task.
- G. Compressed gas cylinders shall be chained to a stationary structure and/or stored in an appropriate space as to reduce the opportunity for the cylinder to be knocked over.
- F. All employees shall utilize personal protective equipment and clothing when performing cutting or welding or when assisting such operations.

VII. FIRE FIGHTING EQUIPMENT

- A. Onsite fire fighting equipment shall be available for fighting fires in the early stages. All fire fighting plans and action shall be coordinated with the Primary Fire Fighting Response Team, generally provided by the facility owner.
 - B. The fire extinguishers shall be multi-purpose ABC.

- C. Fire extinguishers shall be strategically located, plainly marked, and readily accessible at all times.
- D. Fire extinguishers shall be inspected at least once a month.
- E. Inspections of Fire extinguishers shall be verified prior to jobsite assignment.
- F. A total maintenance inspection of the fire extinguishers shall be performed annually.
- G. All employees will be given basic instruction in the use of fire extinguishers.
- H. Fire extinguishers shall be hydrostatically tested according to NFPA requirements.
- I. All fire extinguishers shall be replaced with a fully charged extinguisher promptly after discharge.
- J. All self-propelled equipment shall be equipped with a multipurpose fire extinguisher.

VIII. GENERAL HOUSEKEEPING

- A. Good housekeeping affects jobsite safety and the quality of workmanship. A clean and neat work place is a safe work place. Like safety, the maintenance of good housekeeping is a daily responsibility of each employee.
 - 1. Employees are responsible to keep his/her work place neat, clean and free of items not being used.
 - 2. Tools and equipment shall be kept clean, properly maintained and stored in their proper place.
 - 3. An orderly arrangement of equipment and material shall be maintained at all times.
 - 4. Materials shall not obstruct sprinkler head distribution.
 - 5. Combustible material will be limited to actual needs and shall be separated from ignition sources.
 - 6. Spill material will be cleaned up promptly and properly.
 - 7. Construction areas, including scaffold decks, shall be cleaned as necessary at least once a day.
 - 8. Clean all smears of grease and dirt from equipment. Appearance is important to the overall impression of your work area.
 - 9. Help keep toilets, washrooms, fountains, locker rooms, and lunch areas clean. These are shared facilities. Be considerate of your fellow worker.
 - 10. Where possible extension cords, hoses, welding leads and ground wire shall be run overhead to lessen the opportunity for tripping hazards.
- B. Supervisors shall be responsible for overseeing all jobsite housekeeping. They should advise and make recommendations to the office when there is a problem.