



HEALTH, SAFETY &  
ENVIRONMENTAL MANUAL

## 4.10 Safe Work Program – Housekeeping

Revision Number: **R0**

Number of Pages: **2**

Revision Date:

Approval Date:  
10/01/2024

Effective Date:  
10/01/2024

SIGNATURE:

### SAFE WORK PROGRAM

#### Housekeeping

Every worksite needs regular housekeeping performed. Poor housekeeping contributes to slips, trips, and falls and accounts for a significant percentage of accidents and injuries in construction.

Rubbish is often irregular in shape, hard to handle, and full of sharp objects. One of the biggest problems is packaging. Too often it gets removed from material and left wherever it falls. This creates tripping and slipping hazards. It also makes other hazards hard to see.

Everyone on the site is responsible for keeping work areas clean and safe and need to work together to prevent accidents.

Good housekeeping also gives customers and visitors a good impression of your site and safety.

#### Safe practices

- Keep trash and loose materials picked up and disposed of properly; put scrap in its proper place.
- Secure materials to prevent shifting, blowing, or rolling.
- Remove tripping hazards.
- Store materials so there is always a clean path around and between work areas and in and out of the site. Do not place objects in ways of exits.
- Keep floors, ladder rungs and stairways dry and free from dirt, oil, and grease.
- Put tools and equipment in areas where they belong.
- Do not store loose materials on scaffolds.
- Do not store more than one shift of material (e.g., block or brick) on scaffolds.
- Store material for stable removal.
- Leave space for workers and equipment to load and unload stored materials.
- Keep the height of stored material low for stability and line of sight.
- Clear scrap lumber with protruding nails from work areas, passageways, and stairs in and around buildings or other structures.
- Remove combustible scrap and debris regularly.
- Provide containers for the collection of waste, trash, oily and used rags, and other refuse.
- Ensure containers for oily, flammable, or hazardous waste (such as caustics and acids) are equipped with covers.
- Do not leave materials outside the exterior walls/doors of the building or structure.
- Guard openings and discharge of material chutes.
- Don't leave open containers of flammables: gasoline, paint, oil, grease, adhesives, etc.
- Ensure the site has good lighting. Replace lights immediately when they burn out.
- Remember if waste is allowed to accumulate for just a few days, the job becomes messy and unsafe.

Workers may also be responsible for relocating residential garbage on reconstruction projects, which can also present hazards.



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#### Handling Garbage Bags and Containers

Please use the following safety procedures:

- Wear cut resistant gloves when handling waste.
- Scan the garbage bag/can before you handle it for any obvious hazards.
- Lift the garbage bag at the top / lift the garbage can by the handles.
- Do not let the garbage bag swing across your legs/body – keep separation.
- If items are heavy or awkward, get help.
- Clean with sanitizer or soap/water afterwards.
- Clean up as work proceeds. Check the site at the end of each day.
- Keep equipment clean and the areas around equipment free of scrap and debris.
- Secure loose or light material to keep it from blowing away in the wind.
- Keep debris and materials away from excavations and edges.
- Put all garbage and scrap in designated waste containers. Empty waste containers regularly.
- Keep offices, storage trailers, sites, clean and organized. Store materials in their appropriate locations.
- Pile or stack materials in a manner that prevents them from tipping or collapsing. Organize and store all materials/tools in proper locations.
- Try and incorporate the “3 R’s” hierarchy into site waste management: Reduce, Reuse, Recycle

#### Flammable and Chemical materials

- Remove flammable rubbish and debris immediately from the vicinity of welding, flame cutting, propane heating, grinding and other ignition sources.
- Store fuel only in containers approved by the Canadian Standards Association (CSA) or Underwriters' Laboratories of Canada (ULC).
- Refer to the safety data sheet (SDS) for specific information on each chemical product.
- Follow manufacturer's recommendations for chemical storage.
- Observe all restrictions concerning heat, moisture, vibration, impact, sparks, and safe working distance for chemicals.
- Have equipment ready to clean up spills quickly.
- To keep them separate for special handling and disposal later, store empty chemical containers in secure areas away from full containers.