



# West Bay Sanitary District Code of Safe Practice

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Questions or comments regarding this  
Code of Safe Practice should be directed  
to the Regulatory Compliance Coordinator.

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## Housekeeping for Shops

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Housekeeping is important for shops and maintenance areas. Preventing the accumulation of debris and clutter during a maintenance project improves safety by preventing accidents and can enhance the overall efficiency of work on the project. Sometimes it may be necessary to do some cleaning before beginning a work project. Remember, the project is not complete until the area is cleaned up. Debris left behind may present a health or safety hazard to others. Many of the housekeeping tips below are common sense. It is suggested a cleaning routine be established for the shop area, with daily pick-up, and thorough cleaning and vacuuming once a week.

- Keep the areas as clean as the work allows. Work surfaces should be kept as clean as possible, with only those items needed for the immediate project on that surface. All working surfaces and floors shall be cleaned regularly.
- When a lot of dust is generated by the work, it may be necessary to isolate the work or otherwise contain the dust. For guidance with dust containment, contact EHS.
- Dust from a work process should be cleaned as much as possible by the use of vacuum equipment. Damp mop or damp wiping techniques are also acceptable. Dry sweeping or dusting should be avoided; it stirs up contaminants in the air and can contribute to the exposure of employees. If dusts may contain lead, asbestos, or mold spores, contact EHS or source control. Special precautions will be needed.
- Clean up spills immediately. If chemicals are involved in the work project, make sure you have appropriate spill control supplies readily available.
- Do not allow combustible materials such as paper, cardboard boxes, pallets, etc., to accumulate in the workspace.
- Recycle or properly dispose of materials and equipment no longer needed for use in an area. For example, if the project involves replacing an item such as a pump or a valve or a ceiling tile, the replaced item should not be left behind. Bring excess supplies left over after a project back to the maintenance shop.

If the supplies are not likely to be needed again, turn them in for recycling. As a rule, items should not be stored in mechanical rooms.

- Chemical products should be returned to their proper place after use.
- Do not let stored items project beyond the front of shelves or counter tops. Store items so they do not block access to the fire extinguisher(s), safety equipment, electrical panel boxes, or other emergency items such as an eyewash or safety shower.
- Restrain materials stored near aisles, when necessary, to prevent them from falling.
- Keep stairways, hallways, passageways/aisles and access to emergency exits dry and free of obstruction. In open shop areas, paths of travel should be marked with tape to delineate the areas that need to be maintained free of obstructions.

### **PERSONAL PROTECTIVE EQUIPMENT**

<b>Protection Area</b>	<b>PPE Required</b>
Eye	Safety glasses with side shields or safety goggles.
Face	Face Shield if there is a possibility of flying projectiles.
Hand	Work gloves when appropriate.
Head	Hardhat when appropriate.
Foot	Leather safety shoes or boots.
Body	Close fitting clothing.
Respiratory	Wear the equivalent to a N95 or N100 HEPA respirator as appropriate.
Hearing	Wear earplugs or earmuffs as necessary.