

**Purpose:** To provide guidance for housekeeping in the workplace.

### General Housekeeping Requirements

General housekeeping requirements in the workplace include:

- Keep materials away from access/egress routes.
- Removing materials no longer required in work area.
- Discard or keep small objects (e.g., pieces of conduit, pipe, all-thread rod, welding rod, nuts and bolts) in containers.
- Don't store small objects on ground or grating.
- Only use CSA, NFPA or ULC approved safety containers when required.
- Store flammable material as directed by local fire code.
- Maintain welding rod disposal buckets at each welding location.

### General Storage Requirements

General storage requirements in the workplace include:

- Organize and label all storage areas.
- Identify load ratings on racks and shelving.
- Store long material on supports to minimize tripping hazards and smaller material on pallets (valves, bolt boxes, cans).
- When possible, store frequently accessed materials at waist height to minimize bending and stooping.

### Equipment Stored at Height

When possible minimize the amount of equipment stored at height and:

- Avoid storing material within 3 m (10 ft) of a leading edge.
- If storing material within 3 m (10 ft) of a leading edge, secure snow fencing or equivalent from the deck/floor to the top rail along the side facing the floor edge or opening. Local warehouse practices may implement an equivalent level of safety.
- Use tarps, containers, or equivalent means to hold small objects stored on grating when unavoidable.
- Use approved methods to raise and lower material (e.g. hoist).
- Do not throw garbage or materials from elevation.

### Lay-down Yards

When storing materials in lay-down yards/areas, ensure the following:

- The owner of the laydown area is indicated by signage.
- Lay-down areas are included in the local area site inspection processes.

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### Securing Stored Equipment

At times securing stored equipment will be required depending on location and configuration as follows:

- Stack and secure material to prevent sliding or collapse.
- Chock material that may roll.
- Attach guy lines to top heavy or unstable material.
- Secure material that may become impacted by wind.
- Do not leave materials such as scaffold braces, scaffold planks, conduit, or pipe on floors or leaning upright unsecured.

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### Cord and Cable Management

Proper cord and cable management in the workplace is an important part of housekeeping and must address the following:

- Coil/hang hoses, cords and cables on hangers when not in use.
  - Elevate cords, cables, or hoses at least 2.1 m (7 ft.) above designated walkways as needed.
  - Ensure cords or hoses are lying flat and covered with protective bridges when exposed to vehicle or pedestrian traffic.
  - Remove surplus and unnecessary hoses, cords, or cables from the work area.
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