

Sample Safety Manual

Housekeeping

1. Housekeeping Procedures

- 1.1. Good housekeeping will be a primary concern to all employees and should be planned at the beginning of the job, carefully supervised throughout the job, up to and including final clean-up. Exposure to injuries will be minimized and operational efficiencies increased when the work area is kept neat and orderly at all times.
- 1.2. Good housekeeping conditions shall be maintained at all times.
- 1.3. Adequate aisles and passageways shall be clearly marked and maintained for clear passage in all work areas.
- 1.4. All staging platforms, ramps, stairways, walkways, aisles, and passageways on vessels or dry-docks shall be kept clear of all tools, materials, and equipment except that which is in use, and all debris such as welding rod tips, bolts, nuts, and similar material.
- 1.5. Hoses, lines, and electric conductors shall be elevated over or placed under the walkways or working surfaces or covered by adequate crossover planks.
- 1.6. All working areas on or immediately surrounding vessels and dry-docks, graving docks, or marine railways (see Para. 1. 5 of this Section) shall be kept reasonably free of debris, and construction material shall be piled or stored as not to present a hazard to employees. Trash bins will be placed in these areas to maintain good housekeeping conditions and emptied when full.
- 1.7. Slippery conditions and standing water on walkways or working surfaces shall be eliminated as they occur.
- 1.8. Free and clear access shall be maintained at all times to all fire-alarm boxes, fire- extinguishing equipment, electrical disconnects, and any emergency equipment. No material shall be stored within three feet of these types of equipment.
- 1.9. All oils, paint thinners, solvents, waste, rags, or other flammable substances shall be kept in fire resistant covered containers when not in use.

2. Establish Good Housekeeping Programs and Procedures for Work Processes
 - 2.1. All materials storage areas, fabrication areas, and dry-docks shall be maintained free of slip, trip, and fall hazards.
 - 2.2. Housekeeping should be part of the daily routine with clean-up being a continuous procedure.
 - 2.3. Each employee is responsible for housekeeping in his/her immediate work area.
3. General Housekeeping Rules
 - 3.1. Designated storage areas such as gear or rigging racks should be assigned and used for cables, shackles, slings, and other lifting equipment.
 - 3.2. Dispose of paper, food, empty containers, and other wastes in the proper receptacles.
 - 3.3. Spills of oil, grease and liquids should be removed immediately or sprinkled with absorbent material.
 - 3.4. Waste material used for cleaning spills shall be properly disposed. Combustible waste such as oil rags, paper, etc. should be stored in a safe place such as a covered metal container and disposed of regularly.
 - 3.5. Employees who choose to chew tobacco products should use their own spittoon and dispose of the contents in a trash container. Spitting tobacco juice on the shop floors, decks, bilges, or any other work area is unsanitary and prohibited.
4. Dry-docks
 - 4.1. Vessel repairs and maintenance conducted on dry-docks, in graving docks, or on marine railways often generate numerous sources of potential pollutants. These potential pollutants include blast abrasives, bilge slop, paint, paper trash, discarded construction materials, sediment marine growth, oil, solvents, and plastics. In some instances, tank and compartment cleaning within the vessel interior may also generate discharges of cleaning water and other sources of water that must also be managed appropriately. In order to minimize potential sources of pollution, the following guidelines are to be followed with regard to operation of dry-docks, graving docks and marine railways:
 - 4.1.1. Potential pollutants that fall to the floor of dry-docks, graving docks or to the ground surrounding marine railways are to be removed as they accumulate. These items include all loose trash, debris, discarded fabrication and construction materials, blast abrasives, marine growth, used welding materials, plastic materials, and other potential pollutants.
 - 4.1.2. Spills of any nature or size shall be controlled, cleaned up immediately, and reported to the proper channels.
 - 4.1.3. Disposal of pollutants will be in accordance with local, state, and federal guidelines. Disposal records will be kept on file for review by corporate, local, state, and federal authorities.