

Housekeeping and Materials Handling

February 2022

Purpose

This section is designed to provide good housekeeping procedures and practices, to include sanitation, when handling, moving, and storing materials on all work sites.

Definitions

1. Approved - Sanctioned, endorsed, accredited, certified, or accepted as satisfactory by a duly constituted and nationally recognized authority or agency.
2. Authorized person - A person approved or assigned by the employer to perform a specific type of duty or duties or to be at a specific location or locations at the College.
3. Competent Person - One who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them.
4. Construction work - For purposes of this section, construction work means work for construction, alteration and/or repair, including painting and decoration.
5. Defect - Any characteristic or condition that tends to weaken or reduce the strength of the tool, object, or structure of which it is a part.
6. Hazardous substance – A substance that, by reason of being explosive, flammable, poisonous, corrosive, oxidizing, irritating, or otherwise harmful, is likely to cause death or injury.
7. Potable Water – Water which meets the quality standards prescribed in the US Public Health Service Drinking Water Standards, published I 47 CFR Part 72, or water which is approved for dinking purposes by the state or local authority having jurisdiction.
8. Qualified – One who, my possession of a recognized degree, certificate, or professional standing, or who, by extensive knowledge, training and experience, has successfully demonstrated his/her ability to solve or resolve problems relating to the subject matter, the work, or the project.

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9. Shall – mandatory
10. Should – recommended
11. Suitable – That which fits and has the qualities or qualifications to meet a given purpose, occasion, condition, function, or circumstance.

References

29 CFR 1926, Subpart H

Procedures

1. Housekeeping:
 - a. Keep Storage areas free from accumulation of materials that constitute hazards from tripping, fire, explosions, or pest harborage.
 - b. Keep aisles and passageways clear to provide for the free and safe movement of material handling equipment or employees.
 - c. When a difference in working levels exists, use means such as ramps, blocking, or grading to ensure the safe movement of equipment between the two levels.
2. Material Storage:
 - a. Stack, rack, block, interlock, or otherwise secure all materials stored in tiers to prevent sliding, falling, or collapse.
 - b. Segregate non-compatible materials in storage.
 - c. Do not store materials on scaffolds or runways other than supplies needed for immediate operations.
3. Disposal of Waste Materials:

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- a. Remove all scrap lumber, waste material, and rubbish from the immediate work area as the work progresses.
 - b. Keep all solvent waste, oily rags, and flammable liquids in fire-resistant covered containers until removed from the work site.
4. Washing Facilities:
- a. The employer shall provide adequate washing facilities for employees engaged in the application of paints, coating, herbicides, or insecticides, or in other operations where contaminants may be harmful to the employees.
 - b. Facilities shall be in near proximity to the work site and shall be so equipped as to enable employees to remove such substances.
 - c. Maintain washing facilities in a sanitary condition.
 - d. Lavatories shall be made available in all workplaces.
 - e. Each lavatory shall be provided with hot and cold running water, or tepid running water.
 - f. Individual hand towels of cloth or paper, air blowers, or clean sections of continuous cloth toweling must be available to all lavatories.
5. Eating and Drinking areas:
- a. Employees shall not consume food or beverages in any area where there is a potential for contamination by a toxic material, for example: toilet room, janitorial closed, Science laboratory, Theater workshop, or Maintenance workshop.
6. Vermin Control:
- a. Every enclosed workplace shall be so constructed, equipped, and maintained, so far as reasonably practicable, as to prevent the entrance or harborage of rodent, insects, and other vermin.
 - b. A continuing and effective extermination program shall be instituted where vermin is detected.

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Training

Carroll Community College will provide instruction through on the job training, supervision, and periodic inspection to ensure good housekeeping and materials handling practices are followed.

All third-party contractors are responsible to ensure their employees are trained, certified, and/or licensed as required by the industry standards and all applicable OSHA standards related to the scope of work.