

NDSU

HOUSEKEEPING TECHNIQUES

Safe Operating Procedure

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Proper Housekeeping Techniques

Safe Operating Procedure

I. Introduction

All facilities of employment at NDSU shall be kept clean and orderly to the extent that the nature of the work allows. While cleanliness usually requires janitor-type skills, orderliness requires management skills - both of which improve efficiency while eliminating problems that have the potential for accidents and related losses.

II. Purpose

Proper housekeeping techniques are essential as they eliminate accidental injury and fire causes, which reflect an increase in compliance with the Building and Fire Codes. Proper housekeeping techniques also prevent wasted energy, maintain greatest use of precious space, keep stored inventory at a minimum, and help to control property damage. The added benefits are techniques that guarantee good shop appearance, encourage better work habits, and reflect a well run facility.

III. Goals

To provide a safe operating procedure that maximized personal safety while performing the duties required of employment at NDSU.

IV. Procedures

- 1) Floors of every workroom shall be maintained, so far as practicable, in a dry condition. Where wet processes are used, drainage shall be maintained, dry standing place shall be provided, or appropriate footgear shall be required.

To facilitate cleaning, every floor, working place, and passageway shall be kept free of combustibles, excess miscellaneous storage, protruding nails, loose boards and rugs, and unnecessary holes and openings.

- 2) All building entrances and exits shall be maintained in accordance with the Building and Fire Code in all weather conditions.
- 3) Waste disposal - any receptacle used for solid or liquid waste or refuse shall be so constructed that it does not leak and may be thoroughly cleaned and maintained in a sanitary condition. Tight fitting covers shall be part of the disposal container unless it can be maintained in a sanitary condition without the cover.

All sweepings, solid or liquid wastes, refuse and garbage shall be removed in a manner as to avoid creating a menace to health and as often as necessary or appropriate to maintain the place of employment in a sanitary condition.

- 4) All tools and equipment shall be maintained in good working order and used appropriately. All job related tools or equipment shall be maintained at the place of employment and stored in designated areas appropriate to the department.
- 5) Washing/Toilet facilities shall be maintained in a sanitary condition.
- 6) Windows and lighting systems shall be maintained and efficient for the task.
- 7) Heating/Cooling systems shall be maintained appropriately to meet the needs/requirements of the department and/or building.
- 8) Consumption or storage of food and beverages on the premises - permitted wheredesignated by the department /supervisor.
 - No employee shall be allowed to consume or store food or beverages in a toilet facility.
 - No employee shall be allowed to consume or store food or beverages in any area exposed to chemical or toxic material.
- 9) All employee food service facilities and operations shall be carried out in accordance with sound hygienic principles. In all places of employment where all or part of the food service is provided, the food dispensed shall be wholesome, free from spoilage, and shall be processed, prepared, handled, and stored in such a manner as to be protected against contamination.
- 10) Pest/Rodent Control - every enclosed workplace shall be so constructed, equipped, or maintained, so far as reasonably practicable as to prevent the entrance or harborage of rodents, insects, and other pests. A continuing and effective extermination program shall be instituted where their presence is detected.

