GENERAL HOUSEKEEPING

1. All employees are responsible for maintaining safe working conditions.
2. Stairs and exits will be designated as such, will be free from obstructions, appropriately lighted, and have all treads, risers and hand rails in good repair.
3. Platforms, walkways and open-sided floors 30 inches or more above the floor or ground must have guardrails (a 42-inch top rail with a midrail, and toeboards where required).
4. Signs will be kept identifiable and in good repair.
5. Floors and work surfaces will be kept level and slip proof.
6. Floors will be vacuumed at regular intervals and kept free of debris.
7. Minor liquid spills will be mopped up or absorbed immediately and disposed of. Questions as to proper disposal will be addressed to the Department of Safety and Environmental Affairs.
8. Cracks, splinters, breaks, dry rots in floors will be repaired as soon as possible.
9. Visible hazards in floor areas will be marked, so as to (a) warn employees of the condition, and to (b) restrict access, if necessary.
10. Shelves must be kept in good repair, loose anchors will be replaced. Only loads consistent with the specific type of shelf will be placed on the shelf.
11. In all work areas exit aisles will be at least 30" wide and kept clear.
12. Cabinets must be kept closed. Filing cabinets shall be secure and loaded so as not to be top heavy.
13. Flammable materials will be stored separate from other materials, as prescribed by fire regulations.
14. Personal belongings should be stored at a location where they do not create hazards.
15. Rest Rooms must be maintained in a sanitary manner, adequately lighted and well ventilated.
16. Rest Rooms must have hot and cold (or tepid) running water, soap and single-use towels or air dryers.
17. Janitorial supplies, cleaning and sanitizing material as well as equipment must be stored in a separate, designated location.
18. Eating places must be maintained in a sanitary condition at all times.
19. Drinking fountains, beverage and food dispensing utilities must be cleaned daily.
20. Potable drinking water must be provided. Drinking water containers must be clearly marked and not used for any other purpose.

Additional Requirements

1. Work materials must not obstruct fire alarm boxes, sprinkler system controls, fire extinguishers, First Aid Equipment, lights, electrical switches, or fuse boxes.
2. At least 18" clearance must be maintained below sprinkler heads.
3. Appropriate Fire/Life Safety Signs must be posted as required by law.
4. At least 36" of vertical clearance must be below sprinkler heads if the stored material is flammable.
5. Portable fire extinguishers must be of an appropriate type and size, and provided to the worksite in sufficient quantity.
6. Employees must be instructed in the correct use of those types of portable fire extinguishers particular to their work station, upon initial assignment and at least annually if they are expected to use them.