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## Sample General Safe Work Practice for Housekeeping

### DO:

- a) Maintain housekeeping at all times
- b) Ensure that your workspace is clean and tidy, especially at the end of the day
- c) Keep all pathways /corridors free from clutter
- d) Have waste receptacles throughout the work area
- e) Keep waste in a segregated area, as required
- f) Keep areas around emergency equipment (i.e., fire extinguishers, hoses and PPE) clear at all times
- g) Organize cables and cords to avoid tripping hazards.
- h) Store any work materials safely
- i) Keep small items in boxes or bins
- j) If you see a housekeeping hazard, mitigate immediately or inform you supervisor and/or the workplace Safety Rep

### DO NOT

- a) Do not allow cables or cord to cross pathways or corridors, if at all possible
- b) Do not stack boxes or other items in front of emergency exits or equipment
- c) Do not allow areas to remain untidy, especially common areas used by all (i.e., photocopier room and/or supplies cabinet to do should an incident occur.

Please note: This document is for information purposes only as a guide. The safe job procedures (SJP) and safe work practices (SWP) created for your workplace should reflect your organizations processes, equipment and hazards as identified by a hazard analysis. Construction Safety Nova Scotia does not assume responsibility for the use of information in this document. If assistance is needed to complete a SWP and SJP for your organization please contact CSNS member services at [constructionsafetyns.ca](http://constructionsafetyns.ca) or 1.800.971.3888.