

**Housekeeping Policy**

The purpose of this policy is to protect employees from hazards associated with poor housekeeping and damaged or poorly kept floors and to ensure compliance with NH Administrative Rules Department of Labor standards.

**Responsibilities**

The District shall:

1. Monitor the condition of floor surfaces in the workplace for hazardous conditions such as protruding nails, splinters, loose boards, holes, and projections.
2. Ensure that permanent aisles and passageways are appropriately marked.
3. During wet processes, assure maintenance, drainage, or provide false floors, platforms, mats or other dry standing places when practical to reduce slip and fall potential.
4. Ensure that employees are trained in proper housekeeping procedures of all areas of the workplace.

The Employee shall:

1. Monitor the condition of floor surfaces in the workplace for hazardous conditions such as protruding nails, splinters, loose boards, holes, and projections.
2. Report hazardous conditions to your supervisor for repair.
3. Store materials and/or tools and equipment so it will not present a hazard.
4. Dispose of trash at frequent intervals as established by the employer.
5. Appropriately dispose of combustible materials at the end of each shift.
6. Remove scrap with protruding nails and other debris from the work area immediately.

Procedural Overview:

- Clean-up:
  1. Spills shall be cleaned up in a timely fashion.
  2. When necessary, warning signs must be put up in a spill area to warn employees.
  3. Debris, scrap or other waste shall be disposed of properly and not kept in the work area.
- Maintenance:
  1. Damaged floor surfaces that present a hazard to workers shall be promptly reported and repaired in timely fashion.
  2. In the event that a damaged floor surface cannot be repaired in a timely fashion, warning signs and/or barricades must be put up in the immediate area until repairs can be made.

***Legal References:***

*N.H. Code of Administrative Rules, Section Lab 1403.29 Housekeeping*

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