

THE HILLIS GROUP, LLC

GENERAL & EXCAVATING CONTRACTORS

2100 Wood Avenue • Easton, PA 18042
610.438.3921 Phone • 610.438.3830 Fax • info@thehillisgroup.com

THE EXPERT
IN EXCAVATING

Title: Housekeeping	Effective Date: 12/8/2011
Control Number: THG_0004	Revision Number: 1 Date: 10/6/2015
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HOUSEKEEPING

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HOUSEKEEPING PROCEDURE

Shop, Office, and Yard

I. INTRODUCTION

- a. A clean place to work is necessary for safety. Good housekeeping is a part of your job. In order to have a pleasant and safe work place, everyone must do his/her part to keep the area orderly and clean. Good housekeeping will protect you and your fellow employee's against slipping, tripping and other hazards.

II. PURPOSE

- a. The purpose of this safety policy and program is to establish guidelines and procedures for taking preventive measures to minimize the potential of injuries due to cluttered worksites.
- b. The Hillis Group, LLC recognizes that poor housekeeping is an occupational hazard and that a proactive approach to ensure a safe worksite is necessary.

III. POLICY

- a. It is the policy of The Hillis Group, LLC to provide a place of employment that is free from recognized hazards that cause or are likely to cause death or serious physical harm to employees or the public. The Hillis Group, LLC is committed to maintaining a safe, healthful, and efficient working environment where employees and the public are free from the threat of injury cause by poor housekeeping. When workplace hazards are recognized and identified, proper training and appropriate measures will be implemented.

IV. SCOPE

- a. All employees of The Hillis Group, LLC, all Contractors, Inspectors and Visitors must comply with this document.

V. RESPONSIBILITIES

- a. It is the responsibility of each manager/unit head, supervisor, and employee to ensure implementation of The Hillis Group, LLC's safety policy and procedure regarding Housekeeping.
- b. It is also the responsibility of each Hillis Group, LLC employee to report immediately any unsafe act or condition to his or her supervisor.

VI. PROCEDURES

- a. Immediately clean up any paint, grease, oil, water, etc. that has spilled on the floor.
- b. Pick up any banding, scrap metal or other metal debris and put in scrap metal bins.

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- c. Pick up any scrap lumber, saw dust etc. and put into appropriate bins.
- d. Put any scrap papers, boxes, etc., into the proper garbage containers or recycling bins.
- e. Clean up debris and organize tables and work stations that you have been using, so that the next person can start with a clean work area.
- f. Clean any machine and surrounding area after use.
- g. Return all hand tools to their proper places after use or at end of your shift.
- h. Keep all walkways, aisles, roadways, and areas in front of fire extinguishers, electrical panel boxes free of obstruction.
- i. Keep your rest rooms and lunchrooms as clean and neat as possible. Put all garbage into garbage cans, not beside them. Do not put paper towels in the toilets.
- j. Keep your vehicle and equipment cabs clean and do not transport or store items in cab.
- k. Never leave hooks or hangers on the floor always put them in their proper place.
- l. Before end of shift, empty garbage cans into the dumpster.
- m. Always put brooms and shovels back to their proper areas and places after use.
- n. Keep the office and the surrounding area clean and clear of parts, junk, etc.
- o. Clean the computers at least once a week by wiping them with computer cleaning wipes.
- p. Stack pallets, boxes, baskets, etc. neatly to avoid them falling over.
- q. Organize your work station as neatly and efficiently as possible. Avoid over clutter.
- r. Keep stairway and platforms clear of obstructions.
- s. Keep storage areas neat and organized.
- t. Clean up any air lines, extension cords, etc. after use.
- u. Keep area clear around safety eye wash fountains and showers, safety spill kits, emergency switches, etc.
- v. Keep your locker and change area clean and neat.
- w. Keep walk-through doors and overhead doors clear and free of snow etc.
- x. Keep desks and filing cabinets clean and well organized.
- y. Clean as you go. (Continually clean your work area as you work.)

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Controlled Document

Review and Approval

Procedure Number THG_0004 Revision 1

Effective Date: 12/8/2011

Originator: S.C. Brockman



Signature

Date

Safety Committee Review Date: _____

Chairman: _____

History

Revision Number	Effective Date	Pages Revised	Reason for Revision
1	10/6/2015	All	Revised Procedure Format