

# GLOBAL LINK CAFFOLDING

## HOUSEKEEPING STANDARDS

	POSITION	SIGNATURE	DATE
COMPILED :	SAFETY OFFICER		APRIL 2011
APPROVED :	SITE MANAGER		APRIL 2011

1. **AIM**

To introduce a formalised standard to ensure that all areas are maintained in good order, kept clean and safe.

2. **SCOPE**

This Standard shall apply to all areas where work is conducted by Global Link.

3. **DEFINITIONS**

“Housekeeping” means a place for everything and everything in its place.

4. **RESPONSIBLE FOR IMPLEMENTATION**

The Site Manager is responsible to have this standard implemented.

5. **GENERAL**

5.1 Housekeeping standard inspections differ slightly from physical condition inspections in the sense that during housekeeping inspections, the general cleanliness of working areas are inspected.

5.2 The areas to be inspected during housekeeping inspections are:

- Buildings and floors
- Lighting (natural and artificial)
- Ventilation (natural and artificial)
- Sanitation and plant hygiene amenities
- Pollution (air, ground and water)
- Aisles and storage demarcated
- Good stacking and storage practices

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- Removal of scrap material
- Removal of full refuse containers

5.2 The following to be inspected in the areas listed above

- (i) buildings and floors (to be in good state of repair)
  - roofing
  - walls and support columns
  - doorways and frames
  - gutters and down pipes
  - uneven floors
  - carpets
  - roadways and walkways
  - elevated platforms
- (ii) Lighting (natural and artificial)
  - All fittings and switches in good state of repair
  - Windows and skylights kept clean
  - All bulbs/fluorescent tubes in good working order
  - Emergency lighting adequate
  - Defects are reported timeously
  - No dark areas which require additional illumination
- (iii) Ventilation (natural and artificial)
  - Ventilation adequate
  - Ventilation system provided in hazardous areas
  - Employee complaints investigated (heatstress/coldstress)
  - No build-up of mists, vapours, gases, fumes, solvents and dust.
  - Regular monitoring done by competent person
  - Respiratory equipment supplied where needed and it is used
- (iv) Sanitation and plant hygiene amenities
  - Toilets and ablution facilities kept clean and hygienic
  - Kitchen and tearooms kept clean, hygienic and vermin free
  - Sufficient waste bins provided
  - Floors, wall tiles fixtures and fittings kept clean
  - Soap, towels and toilet paper provided
  - Waste bins kept clean and contents removed regularly
  - Change rooms kept clean and tidy
  - Provision made for food storage
  - Showers kept clean

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- Sufficient clean drinking water provided
  - No food kept in change rooms
  - Tuck shop
  - Offices
  - Laboratory
- (v) Pollution (air, ground and water)
- Employees aware of pollution hazards on site
  - Handlers of hazardous material properly trained
  - PPE adequate and worn correctly
  - All chemical spills reported (incident reporting)
  - Leaks are repaired immediately
  - Air pollution incidents are reported immediately
  - Bund walls kept in good state of repair
  - Water and material is conserved (no wastage)
  - Employees are trained to clean up spills safely
  - Monitoring systems are in place (water, air and soil pollution)
- (vi) Aisles and storage demarcated
- All lines uniform in colour
  - All areas covered
  - Lines uniform in width
  - Walkways unobstructed
  - No materials protruding beyond demarcation
  - “No storage areas” demarcated
- (vii) Good stacking and storage practices
- stacks correctly erected (maximum height = 3x shortest base distance)
  - stacks are built in authorised areas
  - no unstable or hazardous stacks
  - stacks erected and broken down according to procedure and under supervision
  - stacks bonded to prevent tumbling
  - access to top of stack only by ladder
  - stacking on shelves neat and tidy. Heavy objects stored on lower racks
  - no stacking on cupboard tops
  - no storage in windowsills
  - cupboard contents neat and tidy
- (viii) Removal of scrap material
- all scrap material removed, sorted and stored in designated areas
  - salvage yard kept neat and tidy
  - containers with scrap material removed regularly and emptied

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(ix) Removal of full refuse containers

- sufficient containers provided
- all containers adequate for purpose of use
- contents of containers removed as per schedule
- no containers overflowing
- separate containers provided for different materials where necessary
- waste recycle program maintained (oil, glass and paper)
- locations of waste bins properly marked in a uniform manner
- lids in place where used

(x) General

- Fire extinguishing equipment should never be obstructed
- Workshops-check the storage of oil and degreasing fluid
- Oil spillages to be cleared up with sawdust. Sawdust to be removed as soon as the oil spillage has been cleaned and disposed off as described in the environmental procedures.
- Cranes to be inspected and should be clean and free of unnecessary articles.
- Vehicles to be cleaned on a regular basis

5.4 Deviations noted on any of the above to be corrected without delay to ensure that working and storage areas are neat, tidy and safe at all times.

## 6. SAFETY REQUIREMENTS

ISO 14001:1996

OHSAS 18001:1999

Mine Health and Safety Act

## 7. REFERENCES

Mine Health and Safety Act, Section 11