

Housekeeping at Construction Sites**SPP# 1926.25****Quick Reference**

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1.0 Purpose

The purpose of this safety policy and procedure is to establish guidelines for the protection and safety of North Carolina Department of Transportation (NCDOT) employees at construction sites.

2.0 Scope and Applicability

NCDOT construction sites can present many hazards to employees when they are performing construction-related activities. Keeping a construction site relatively clean of debris can further reduce hazards. The benefits of good housekeeping far exceeds the small additional effort required to establish good housekeeping practices at a construction site.

This safety policy and procedure provides information on activities to implement a housekeeping program at a construction site. It also details the areas of responsibility for managers/unit heads, supervisors, employees, and Safety and Loss Control within NCDOT. This document affects all NCDOT employees at NCDOT construction sites.

3.0 Reference

This safety policy and procedure is established in accordance with Occupational Safety and Health Standards for Construction Industry (29 CFR 1926.25).

4.0 Policy

It is the policy of NCDOT to provide a place of employment that is free from recognized hazards that cause or are likely to cause death and serious physical harm to employees or the public. Therefore, all employees on NCDOT construction sites will practice good housekeeping to further reduce hazards to employees. When construction hazards exist that cannot be eliminated, then engineering practices, administrative practices, safe work practices, Personal Protective Equipment (PPE), and proper training regarding Housekeeping will be implemented. These measures will be implemented to minimize those hazards to ensure the safety of employees and the public.

5.0 General Responsibilities

It is the responsibility of each manager/unit head, supervisor, and employee to ensure implementation of NCDOT's safety policy and procedure on Housekeeping. It is also the responsibility of each NCDOT employee to report immediately any unsafe act or condition to his or her supervisor. Specific responsibilities are found in Section 6.3.

6.0 Procedure

This section provides applicable definitions, establishes general provisions, and identifies specific responsibilities required by NCDOT's safety policy and procedure on Housekeeping.

6.1 Definitions

Debris

Unusable or unwanted construction waste material.

Form Lumber

Lumber that is used to contain liquid concrete into defined shapes until the concrete hardens.

Hazardous Waste

Waste that is either toxic to humans or to the environment.

6.2 General Provisions

This section details the provisions of this safety policy and procedure with each provision discussed in a separate subsection. These provisions are:

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- Training
- Construction Scrap and Debris
- Construction Waste Disposal

6.2.1 Training

Employees will be trained to work safely on construction sites by following good housekeeping practices. Employees will be trained in:

- The importance of housekeeping
- The benefits of housekeeping

Employees will be trained at time of initial employment or assignment.

6.2.2 Construction Scrap and Debris

Scrap material and debris generated during construction usually consist of:

- Non-combustible scrap material and debris
- Combustible scrap material and debris

Non-combustible scrap material and debris that consist of form and scrap lumber with protruding nails, and all other debris, must be kept cleared from work areas, passageways, and stairs, and from around buildings or other structures.

Nails should be removed from used lumber before stacking. Combustible scrap and debris must be removed at regular intervals during the course of construction without increasing the hazard exposure to employees who remove such debris. See [SPP# 1910.141, Sanitation](#), for related information on construction sites.

6.2.3 Construction Waste Disposal

All construction waste must first be collected into containers before disposal. The categories of construction waste generated at a construction site include:

- General waste and trash (non-toxic, non-hazardous)
- Hazardous waste

Separate containers must be provided for the collection and separation of waste, trash, and other refuse.

Additional separate containers must be provided with lids for hazardous wastes to prevent sparks or other ignition sources from coming into contact with hazardous waste. Hazardous wastes can include used oil, used oil filters, oily rags and flammable wastes as well as caustics, acids, harmful dusts, etc.

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Absorbent that is used to collect incidental used oil spills and oily rags can be disposed of in waste collection dumpsters. Used oil filters must be drained of oil before they can be disposed into separate waste containers.

6.3 Specific Responsibilities

6.3.1 Managers/Unit Heads

Managers/Unit Heads are responsible for ensuring that adequate funds are available and budgeted for the purchase of containers and other related supplies to maintain effective housekeeping practices at construction sites. Managers/Unit Heads will obtain and coordinate the required training for employees. Managers/Unit Heads will also ensure compliance with this safety policy and procedure through their auditing process.

6.3.2 Supervisors

Supervisors will ensure that employees are instructed on good housekeeping practices when performing their job duties.

6.3.3 Employees

Employees are responsible for following good housekeeping practices in the performance of their job duties.

Employees shall report any hazardous conditions to their immediate supervisor.

6.3.5 Safety and Loss Control

Safety and Loss Control will provide prompt assistance to managers/unit heads, supervisors, or others as necessary on any matter concerning this safety policy and procedure. Safety and Loss Control will assist in developing or securing the required training.

Safety Engineers will provide consultative and audit assistance to ensure effective implementation of this safety policy and procedure.

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Construction Site: _____

Location: _____

Division/Unit: _____

Date: _____

Yes No

- Are protruding nails, form and scrap lumber, and other debris kept clear from work areas, passageways, and stairs, in and around buildings or other structures?
- Are combustible scrap and debris being removed at regular intervals during the course of construction?
- Are containers being provided for the collection and separation of waste and trash?
- Do the containers for the hazardous wastes (oily rags and flammable wastes such as caustics, acids, harmful dusts, etc.) have lids?