

Author:	P. Roberts	Revision #:	3
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SAFE OPERATING PROCEDURES

Housekeeping and Sanitation

SOP 10-12

Hazard Review		
Eye Hazard	Slip, Trip, and Fall	Bloodborne Pathogens
Required Personal Protective Equipment (PPE) (Based on job specific hazard review)		
Safety Glasses/Face Shield	Appropriate Gloves	Safety Toe Shoes

1. Good housekeeping is important for maintaining a safe workplace.
2. Each employee is responsible for maintaining a clean and sanitary workplace.
3. All materials and stock must be properly stored and/or placed neatly in racks or bins wherever possible. Items in storage are to be secured in a safe manner to avoid tipping or falling.
4. Clear all floors and walkways of tripping hazards on a regular basis. Aisles must be kept clear of obstructions.
5. Entrances and exits must be monitored frequently for rain, mud and slippery floors (especially in high traffic areas).
6. Maintain all floors, decks and working surfaces in non-slippery condition by removing spills as soon as possible. Any non-slip material should be inspected on a regular basis for wear.
7. Place all trash and recyclables in proper receptacles. Do not throw it on the floor or ground.
8. Provide a waste receptacle that is in good condition and appropriate for the type of waste material.
9. Clean all machinery regularly and keep free of shavings, excess oil, and pieces of stock.
10. Oily waste, rags or other flammable material shall only be stored in the proper metal receptacles.
11. Materials should not be stored where they block access to exits, fixed ladders, stairways, electrical switch boxes, fire extinguishers, or other rescue equipment.
12. Hand tools should be neatly stored in a designated place.
13. Food or beverages should not be consumed and/or stored in any area chemicals are used.
14. Shields and guards will be provided on grinders, air compressors and other belt driven equipment in accordance with applicable regulations. Machines with removed or improperly functioning guards or shields shall not be operated.
15. Ample space for each employee to work safely and to achieve a sound footing shall be provided.
16. Ample light for the work to be performed will be provided.
17. Any person working in shop area shall wear steel toe shoes.
18. Ensure all air, hydraulic lines, and electrical cords are kept in good repair.
19. Provide adequate fresh airflow in work area.
20. Follow proper safety procedures for use of all power tools and equipment.

21. DOT employees or contractors tasked with cleaning up vacant Homeless Encampments must be aware of safety and health concerns.
 - a. Contact local law enforcement to determine if they would like to be present to document any items of value that need to be removed and secured.
 - b. Many items found in these encampments, such as hypodermic needles, other drug paraphernalia, and human waste can pose a serious health threat if not handled properly.
 - c. Always wear appropriate gloves, safety glasses and appropriate coveralls.
 - d. Place used hypodermic needles in a “sharps container” or plastic puncture proof container. Label and contact your safety support staff for proper disposal using one of NCDOT Hazardous Waster Contract services.
 - e. Refer to Exposure of Bloodborne Pathogens SOP 10-6 for further precautions.

Related SOP's	
General SOP's.....Chapter 10	Exposure to Bloodborne Pathogens....SOP 10-6