



LP 4.18

Effective:
3/4/2025

Revised:

Policy Owner:
Board of Trustees

Policy Administrator:
VP for Finance and
Administration

Affected Parties:
Employees

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Housekeeping

References: OSHA 29 CFR 1910.22; 29 CFR 1910.141; 29 CFR 1910.176

1 Purpose

- 1.1 The purpose of the Housekeeping Policy is to provide a workplace free of recognized hazards.

2 Scope

- 2.1 This policy applies to all Lander University employees, staff, and contractors who work on Lander University property.

3 Responsibilities

3.1 Safety and Regulatory Compliance Officer

The Safety and Regulatory Compliance Officer has overall responsibility for policy implementation to ensure that:

- 3.1.1 The policy is maintained and updated, as needed.

- 3.1.2 The policy is implemented as intended.

3.2 Facilities Operations Manager

The Facilities Operations Manager is responsible for:

- 3.2.1 Ensuring that this policy is implemented.

- 3.2.2 Enforcing this policy, when necessary.

- 3.2.3 Ensuring that inspections are completed as required in the Walking-Working Surfaces Policy.

3.3 Supervisors

All supervisors are responsible for:

- 3.3.1 Ensuring that all aspects of this policy are implemented in their areas of responsibility.

3.4 Employees

All employees are required to:

- 3.4.1 Follow the procedures described in this policy.
- 3.4.2 Maintain a clean and sanitary work environment.
- 3.4.3 Report all hazards to their supervisors.

4 Housekeeping Procedures

- 4.1 Keep debris, rubbish, and equipment off of floors, walkways, and stairways.

- 4.2 Place emphasis on the cleaning of combustible dusts and particulates:

- 4.2.1 Removal of combustible dusts (e.g., wood, metal, plastic) shall occur sufficiently frequently to prevent fire and dust explosion hazards.
- 4.2.2 The use of an adequate filtration system is required to prevent combustible dusts from entering the heating and ventilation system.
- 4.2.3 Any combustible dusts shall be removed from areas that are not normally cleaned (e.g., motors, electric panels, rafters).

- 4.3 Rubbish and waste products shall be placed in proper storage containers.

- 4.4 Flammable waste products shall be placed in approved containers for the waste product.

- 4.5 Petroleum waste, including oily rags, shall be stored separately and in closed metal containers.

- 4.5.1 Rags and other combustibles contaminated with petroleum products shall not be discarded in normal trash containers.

- 4.6 Floors shall be free of water and oil.

- 4.7 Ensure that sweeping compounds are of a non combustible type.
- 4.8 Do not use compressed air to clean or remove dust or another particulate.
 - 4.8.1 Sweep or vacuum the particulates to prevent their becoming hazardous to the eyes and respiratory system.
- 4.9 Safety cones or barricades shall be used to identify the location of unsafe walking conditions.
 - 4.9.1 Repairs shall be performed in an expeditious manner.
- 4.10 All equipment, tools, chemicals, petroleum, and similar materials shall be properly stored at the end of the workday.
- 4.11 Stored items (e.g., bundles, containers, bags) shall be secured in one or more of the following ways to prevent them from falling, sliding, or collapsing:
 - 4.11.1 Stacking
 - 4.11.2 Racking
 - 4.11.3 Blocking
 - 4.11.4 Interlocking
 - 4.11.5 Otherwise similar methods
- 4.12 Ensure stored items are limited in height so that they are stable and secure to prevent sliding or collapse.
- 4.13 Paints, aerosol cans, and other flammables shall be properly stored in fireproof cabinets.
- 4.14 Maintenance areas shall be free of trash and equipment when the job has been completed.
- 4.15 Desks, tables, lockers, and benches shall not be allowed to accumulate trash.
- 4.16 Hoses shall be properly stowed on racks.
 - 4.16.1 When in use, attempts should be maximized to run hoses overhead. When hoses are run in walkways, safety cones or other warnings shall be utilized.

- 4.17 Ladders shall be returned to the proper storage location at the end of the job.
- 4.18 Obsolete equipment shall be periodically identified and removed, when appropriate.
- 4.19 Lighting shall be maintained in good working order.
- 4.20 Vehicles shall be kept clean.
- 4.21 Cleanup after maintenance or repair is the responsibility of the individuals who performed the work.
- 4.22 Contractors shall be informed of their housekeeping responsibilities.

5 Drainage

- 5.1 To the extent possible, facilities shall be kept dry if wet processes are used in the indoor work area. At a minimum, the following activities are expected:
 - 5.1.1 Maintain drainage away from the work area.
 - 5.1.2 Provide false floors, platforms, or other dry places where employees can stand, where practical.
 - 5.1.3 Provide appropriate waterproof PPE.
 - 5.1.4 Provide all areas in which employees work (e.g., yards, basements, garages) with adequate drainage.

6 Policy Revision History

- First draft of policy submitted by Finance and Administration on 1/6/2025.
- Review by Policy Coordinator on 1/28/2025.
- Reviewed by Board of Trustees Policy Committee on 2/13/2025.
- Approved by Lander University Board of Trustees on 3/4/2025.