

Title: Maintenance of Work Areas
Policy Number: 501
Effective Date: July 1, 2009
Revision Date:
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County that work areas must be kept clean and orderly at all times.

Comments:

- (1) Employees are responsible for maintaining their public work areas in a clean and orderly fashion. To fulfill this responsibility, each employee should, at a minimum, do the following:
 - (a) Place coats, boots, umbrellas, and other items of clothing in designated areas so that work stations are not unnecessarily cluttered and aisles, floors, and walls are free of debris;
 - (b) Throw away trash, waste and scrap in proper containers;
 - (c) Consume any food only in the cafeteria or in employee break areas so that public work areas are kept free of food and related litter;
 - (d) Prior to the end of the workday, clean and store all tools and equipment and properly secure any items, papers, or information of value, and;
 - (e) Report to your supervisor, Department Head or a member of the departmental Safety Committee any existing or potential workplace hazards and safety violations.
- (2) Department Heads and Supervisors are responsible for having their employees maintain their work areas according to the requirements of this policy. Each Department Head and Supervisor should:
 - (a) Make sure that aisles, floors, and walls are free of debris and other unnecessary items and that all end-of-the-shift tasks have been performed;
 - (b) Monitor the facilities and equipment and issue maintenance requests where appropriate and necessary;

- (c) Arrange for the removal of any items from the workplace that are not needed for the flow of business or the enhancement of employee comfort;
 - (d) Report to a member of the departmental Safety Committee any existing or potential workplace hazards and safety violations, and;
 - (e) Ensure the proper disposal of all trash, waste, and scrap.
- (3) The County will attempt to maintain the temperature, lighting, and noise level of its facilities at a level that is comfortable for employees and also appropriate for the nature of its operations. Employees should inform their Department Head or Supervisor of any concerns about working conditions.