

2018

WALKING & WORKING SURFACES & GENERAL HOUSEKEEPING

Pottawattamie County

Safety & Health Program

Section B 13

It is the policy of Pottawattamie County to provide a safe and healthful workplace for employees. It is the intent of this policy to comply with OSHA requirements listed in 29 CFR 1910.22; all local, state, and federal laws.



Important Contact Information

Garfield Coleman, Risk Manager:

Work: 712-328-4784 Cell: 402-595-8575

“Company Nurse”:

888-770-0928

CHI Occupational Health Services/Mercy Hospital
712-328-5550

Approved by the Board of Supervisors
October 30, 2018



WALKING & WORKING SURFACES & GENERAL HOUSEKEEPING

TABLE OF CONTENTS

I.	Objective.....	3
II.	Scope & Accountability.....	3
III.	Authority & Responsibility.....	3
	A. Risk Management.....	3
	B. Department & Supervisors.....	3
	C. Employees.....	4
IV.	Procedure.....	4
	A. General Work Areas.....	4
	B. Machines, Tools & Equipment.....	5
	C. Spills.....	5
	D. Aisles, Passageways & Sidewalks.....	5
	E. Floor Loading Protection.....	6
	F. General Specification & Design Requirement.....	6
	G. Housekeeping Inspections.....	6
V.	Training & Recordkeeping.....	7

MODEL FORMS

Appendix A: Housekeeping Inspection Sheet

I. Objective

The purpose of this program is to establish good housekeeping practices and to provide safe walking-working surfaces to reduce or eliminate personal injury and to ensure a clean, orderly and sanitary work environment. This program is intended to comply with OSHA's general housekeeping requirements and walking-working surfaces standard, 29 CFR 1910.22.

II. Scope and Applicability

This procedure applies to all County Departments, employees and operations.

Proper housekeeping in office locations, on construction sites, and fixed work facilities is essential to prevent fires as well as injuries resulting from slips, trips and falls. All employees are responsible for ensuring that their work areas are clean and free from hazards.

III. Authority & Responsibility

A. Risk Management is responsible for:

1. Developing the Walking and Working Surface and General Housekeeping Program and revising the Program as appropriate.
2. Inspecting walking and working surfaces for appropriate guarding and conditions as needed or upon request, and reporting any hazardous conditions to the appropriate department(s).
3. Conduct inspections of county facilities to ensure good housekeeping practices.
4. Assisting departments with the selection of proper walking/working surface guarding upon request.
5. Investigating injuries related to walking and working surfaces.

B. Departments and Supervisors are responsible for:

1. Designating [Responsible person] to conduct housekeeping in accordance with Section IV, G; and maintain inspection sheets.
2. Ensuring employees are aware of walking and working surface hazards appropriate to their assigned task.

3. Ensuring employees are provided with and use appropriate personal protective equipment and materials.
4. Ensuring that work area, storage areas, machines and equipment are maintained in a manner that eliminates conditions that may result in a slip, trip, or fall or fire hazards.
5. Ensuring that aisles, doorways and exits (including exit routes) are kept clean, free of material, scrap, or any type of debris.

C. Employees are responsible for:

1. Understanding when a slip, trip or fall hazard is present and use caution when walking on wet or slippery surfaces.
2. Reporting hazards to their supervisor or other responsible department.
3. Using appropriate safety-related work practices, including all necessary personal protective equipment and materials.
4. Reporting lighting deficiencies to Supervisors and maintenance staff.
5. Maintaining their immediate work areas in a clean and orderly manner and free of known hazards.
6. Notifying maintenance staff of conditions beyond their control.
7. Ensuring that aisles, doorways and exits (including exit routes) are kept clean, free of material, scrap, or any type of debris.

IV. Procedure

All places of employment, passageways, storerooms, and service rooms shall be kept clean, orderly, sanitary and free of known hazards.

A. General Work Areas

1. The floor of every workroom shall be maintained in a clean and, so far as possible, a dry condition. Where wet processes are used, drainage shall be maintained and false floors, platforms, mats, or other dry standing places will be provided where practicable.
2. To facilitate cleaning, every floor, working place, and passageway shall be kept free from protruding nails, splinters, holes, or loose boards.

3. Sufficient illumination will be provided in all areas at all times.
4. Supplies shall be stored in locations away from walkways and in a manner that will not trip employees or visitors to the area.
5. Weeds and vegetation shall be kept away from stockpiled materials and walkways.
6. Flooring and walkways shall be maintained in a clean, dry, and smooth condition;
7. Employees are responsible for picking up after themselves.
8. Construction debris shall be disposed in a timely manner and in the proper location;

B. Machines, Tools & Equipment

1. Crowding must be avoided where ever possible.
2. Tools and equipment are required to be stowed in their proper place at the end of the day.
3. Preventative maintenance shall be conducted on machines and equipment in accordance with manufacturer's guidelines to ensure it is in proper working order.

C. Spills

1. Spills of non-hazardous materials need to be cleaned up immediately by the employee responsible for such, or reported immediately to Buildings & Grounds for cleaning. If the spill cannot be removed immediately, then warning signs or barricades sufficient to warn personnel shall be placed at the spill site.
2. Spills containing hazardous materials shall be cleaned up in accordance with the Spill Prevention and Response Plan.

D. Aisles, Passageways & Sidewalks

1. Aisles, passageways and sidewalks shall be kept clear and in good repairs, with no obstruction across or in aisles that could create a hazard.
2. County Sidewalks shall cleared of snow and ice as weather conditions allow.

3. Where mechanical handling equipment is used, sufficient safe clearances will be maintained for aisles, at loading docks, through doorways and wherever turns or passage must be made. Where required, permanent aisles and passageways shall be appropriately marked.

E. Floor loading protection

1. Whenever loads or single items exceeding 350lbs are to be placed on balcony areas or roofing structures, safe load capacity shall be reviewed prior to taking this action.
2. Safe floor loading capacities will be marked on signage and affixed in a conspicuous place at each space to which they relate.

F. General specification and design requirement

OSHA 1910.23 covers the specifications for walking and working surfaces. These specifications need to be consulted and incorporated into project design for renovations and new projects.

G. Housekeeping Inspections

1. Supervisors shall regularly inspect the work area for slip and trip hazards. Housekeeping inspection sheets are provided in Appendix A of this program.
2. Official office/shop locations shall be inspected by designated personnel on a semi-annual basis. Inspection schedules and "Housekeeping Inspection" sheets shall be maintained by the individual department and shall be made available upon request.
3. Construction sites shall be inspected on a monthly basis utilizing the "Housekeeping Inspection" sheet. Inspection schedules and "Housekeeping Inspection" sheets shall be maintained by the individual department and shall be made available upon request.

V. Training & Recordkeeping

- A. Formal training is not required for this program; however, employees may be assigned Slips, Trips and Falls training at the discretion of Risk Management and their Department.
- B. Supervisors are responsible for ensuring that employees understand and recognize general walking and working surface hazards in their work area.

This includes:

- A description of the specific hazards associated with walking and working surfaces and guards.
 - Safeguards to mitigate that hazard.
 - Instructions to contact the supervisor if a safeguard is damaged or missing.
- C. Housekeeping Inspection Sheets (Appendix A) shall be maintained by the individual departments and shall be made available upon request. A copy shall also be forwarded to the Risk Manager upon completion. Instructional training on conducting housekeeping inspections is provided by Risk Management.

MODEL FORMS

Model forms for this program are located on the following pages. Departments may modify or develop their own forms based on the specific needs of their department.

Modified forms are subject to
review and approval of Risk Management

APPENDIX A: HOUSEKEEPING INSPECTION SHEET

Building or Location: _____

Date: _____ Inspection Conducted by: _____

If an answer is "No," the item must be corrected.

General Site Housekeeping		Yes	No	N/A
1.	No blocking of exits or emergency equipment			
2.	Equipment or materials are not left lying on the ground			
3.	Storage areas are free from the accumulation of materials that constitute trip hazards			
4.	Work area is kept free of scrap material and other debris			
5.	Combustible scrap and debris is removed by safe means at regular intervals			
6.	Oily rags are stored in metal cans with tight fitting lids. Oily rags are removed at the end of the day			
Visibility				
7.	Halls, stairways and walkways are well lit			
8.	Well-designed light switches are present in areas where walkways are not always lighted			
9.	Dust, smoke or steam does not create poor visibility			
10.	Glare from floodlights or windows do not create poor visibility in work areas			
Stairs				
11.	Handrails are tight and at the proper level			
12.	Handrails extend past the top and bottom step			
13.	White or yellow strips are painted on the first and last step for better visibility (Not an OSHA requirement - recommendation only)			
14.	Steps are not rough or defective			
15.	Stair treads are wide enough and risers consistently spaced			
16.	Stairs are free of obstructions			
Floor Conditions				
17.	Floors of every workroom are clean, and so far as possible, in a dry condition			

**Pottawattamie County - HOUSEKEEPING
 Safety & Health Program Section 13**

Floor Conditions		Yes	No	N/A
18.	Where wet floors or processes are present, proper drainage is provided and false floors, mats, or other dry standing places are provided			
19.	Floor surfaces are finished with non-slip coatings where spills are likely			
20.	Floors and passageways are free from protruding nails, splinters, holes, or loose boards			
21.	Floors are free of holes and depressions			
22.	Aisles or pathways are wide enough for easy passage and for carrying objects (48 inches is recommended)			
23.	Ramps are covered with non-slip surfaces or matting			
24.	Carpets or rugs do not have loose or frayed edges that may catch boots or shoes			
25.	Walkways are free from extension cords, air hoses and cables			
26.	Boxes, containers, machine parts or other tripping hazards do not lie in pathways			
Ground Conditions				
27.	Trip hazards are not present			
28.	Fall hazards are not present			
29.	Holes or changes in ground elevation are either filled or guarded			
30.	Muddy walkways are filled with gravel to reduce slipping			
31.	All employees who work in wet or greasy conditions wear slip resistant footwear			
Equipment				
32.	Vehicle steps are of adequate size, surface placement for safe dismounting			
33.	Handgrips or ladders are adequate for getting in and out of equipment			
34.	Ladders have been checked for damage and removed from service if found unsafe			

I certify that the above inspection was performed to the best of my knowledge and ability, based on the conditions present on _____.

 Signature Job Title