	<b>Berry Bros. General Contractors, Inc. Corporate Policy Procedure</b>  <b>(HSE) Health, Safety &amp; Environmental Policies and Procedures Manual</b>	
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<b>HOUSEKEEPING</b>		

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### **SUBPART A - PURPOSE**

The safety and well being of our employees is our most important pursuit and goal. We recognize that occupational injuries and illnesses result in human suffering, reduce employee morale, productivity, and negatively affect the profitability of this company as well as that of our clients.

We also realize that every employee has the right to work in an environment free from known hazards. The first step in accomplishing this is by maintaining a high level of commitment to **HOUSEKEEPING**.

### **SUBPART B - PROCEDURES**

Common sense and cleanliness can prevent most accidents. It does not matter whether you are working on BBGCI equipment / facilities or the clients' location; the time taken to prepare for the work and to apply all safety precautions can save time and reduce the possibility of injuries. Simple habits such as keeping work areas clean could prevent hundreds of accidents involving deaths, lost work-time, and property damages.

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**Reasons to keep your work area clean:**


- Reduce trip and fall hazards.
- Increased production. You won't have to waste time looking for a misplaced tool. You will always know where your tools are when you put them where they belong after you use them.
- Reduce potential fire hazard by removing unneeded combustibles from the work area.

**Tips to maintain a clean work area:**

- Plan the job. Make a list of the needed tools/materials. This will help to minimize unnecessary clutter around your work area.
- Develop a routine for cleaning up at the end of the shift or periodically during the shift.
- Do not allow employees to eat, drink or smoke in the work area, not only because of litter problems, but also because of hygiene concerns.
- This is not, by all means, all inclusive. Take responsibility for yourself and your work area! Remember, a clean work area is a productive work area and also **enhances safety!**

**General housekeeping rules:**

- Clean up after yourself. Pick up your trash and debris and dispose of it properly, or place it where it will not pose a hazard to others. Institute a routine cleaning schedule.
- Keep your work area clean throughout the day. This will minimize the amount of time needed to clean a "larger mess" at the end of the day.
- Dispose of combustibles and flammables properly. If improperly discarded, they will increase the potential for a fire.
- Remove protruding nails and other sharp objects or hammer them flat to prevent someone from stepping on them or snagging themselves.
- Stack materials and supplies orderly and secure them so they won't topple.

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**SUBPART C - RESPONSIBILITY**

Housekeeping is everyone’s responsibility. It is not just for the common laborer or for housekeeping personnel but for everyone. Remember, a clean work area is a productive work area and it also enhances safety!

Safety is not an accident, but rather a way of life!

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Approved By: Joe Berry & Safety Committee  
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