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Housekeeping Policy

PURPOSE

The purpose of this document is to provide definitions and procedures that should be used by all facilities in defining and managing housekeeping and walking-working surfaces within Hurt & Proffitt, Inc., hereafter referred to as “The Company”, sites. Where local regulations are more stringent than this requirement, those regulations supersede this requirement.

SCOPE

This requirement applies to all The Company facilities.

DEFINITIONS

Standard railing – A vertical barrier erected along exposed edges of a floor opening, wall opening, ramp, platform, or runway to prevent falls of workers.

Stairs, stairway – A series of steps leading from one level or floor to another, or leading to platforms, pits, boiler rooms, crossovers, or around machinery, tanks, and other equipment that are used continuously or routinely by workers, or only occasionally by specific workers.

Platform – A working space for persons, elevated above the surrounding floor or ground, such as a balcony or platform for the operation of machinery and equipment.

REQUIREMENTS

- The workplace must be kept in a suitable clean and tidy state.
- Aisle-ways must be kept free of hoses, cords, stored materials, and other trip hazards.
- Floors must be even and free of holes or other trip hazards.
- Elevated surfaces (platforms, mezzanines) must be provided with guard rails (standard railing).
- Staircases must be safe.
- Ladders and other equipment should be secured and not left leaning.
- Housekeeping inspections should be conducted at each location at least monthly and documented.
- Health and safety inspections should be conducted at each work site at least monthly.
- Training must be provided to all workers at all work sites to maintain orderliness and housekeeping.