

BUILDINGS AND MACHINERY

INSPECTIONS

Periodic inspections shall be made of facilities by individuals designated by management and as discussed in the appropriate standards.

The responsible supervisor shall make pre-shift inspections of the workplace. Inspection reports are to be documented in a logbook or other suitable record. Deficiencies shall be noted and corrected.

BUILDINGS

Buildings shall be kept clean and in a good state of repair.

Cleaning of floors and surrounding areas shall be completed. All floors shall be washed at an interval necessary to keep them in a clean state. If washing is not practical, floors shall be vacuumed or swept.

Any spills or obstructions shall be removed as soon as possible. All refuse or scrap shall be deposited in designated containers.

Attention shall be paid to "out of the way" places (e.g., tops of cabinets, toolboxes, structural columns, etc.)

Offices will be kept in a neat, clean and orderly condition. Desktops, workboards and files shall be in order.

Control rooms and associated areas shall be cleaned every shift. Floors are to be mopped daily or more often if required.

Storage areas are to be kept in an orderly and accessible condition at all times.

Work crews shall ensure that all spent materials are disposed of immediately following completion of a job. Work continuing onto the next shift will be policed for cleanliness and order before the completion of the shift.

Machine tools shall be wiped down daily. Cuttings, shavings and off-cuts shall be cleaned as necessary.

Eyewashes and other emergency facilities and supplies in the workplace will be cleaned as necessary.

MACHINERY

Machinery will be kept free of excess dirt, grease and oil.

Machinery will be washed or steam cleaned as needed. Repainting should occur when finish deterioration becomes noticeable.

Machinery, equipment and facility identification stencils, signs, and nameplates will always be clean of spills and dirt and legible. Identification systems must be masked during painting or replaced after painting is complete. Inspection of equipment identification is the responsibility of the operator pursuant to pre-shift "operation" safety inspection procedure.

Warning signs ("Danger", "Caution" or similar notifications) will be kept clean and legible and replaced when damaged or deteriorated.

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