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Project Housekeeping Requirements Procedure

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Project Housekeeping Requirements Procedure

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Project Housekeeping Requirements Procedure

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1.0 PURPOSE

The purpose of this procedure is to outline housekeeping requirements and the necessary practices to keep job sites tidiness actively managed. Housekeeping is the responsibility of all site personnel, and line management commitment will be demonstrated by the continued efforts of supervising staff towards this activity.

2.0 SCOPE

The scope of this procedure applies to all works performed under the National Project Management Organization throughout the Kingdom of Saudi Arabia.

3.0 DEFINITIONS

Definitions	Description
Hazardous Waste	Hazardous waste is a type of waste [defined as substances which have been discarded or neglected and which cannot be put to good or beneficial direct use] with characteristics that render them hazardous to health and to the environment. They can be toxic, highly reactive, flammable, explosive, corrosive, infectious or radioactive in nature. (Note: definition as per Royal Decree No. 7/M/8903 dated 21 Rabi' II 1401 H (25 February 1981), General Environmental Rules and Regulations, Environmental Protection Standards)
Housekeeping	The act of keeping the working environment clear of all unnecessary waste and debris to ensure a first-line of defense against accidents, injuries, fire, and environmental pollution
Non-Hazardous Waste	Materials [defined as substances which have been discarded or neglected and which cannot be put to good or beneficial direct use] which do not pose any danger to the environment or public health if its disposal is effected in a safe and scientific way.
OSHA	Occupational Safety and Health Administration
PME	Presidency of Meteorology and Environment
Receptacle	A portable device, in which a material is stored, transported, disposed of, or otherwise handled.
SDS	Safety Data Sheet.

4.0 REFERENCES

- OSHA 29 CFR 1926.25 Housekeeping
- EPM-KSS-PR-000024 Project Hazard Communication Procedure.
- EPM-KSE-PR-000002 Project Waste Management Procedure.

5.0 RESPONSIBILITIES

5.1 Project Manager

Project Manager's responsibilities include the following:

- Overall responsibility for this procedure and for supporting this process and verifying all Project entities actively participate.
- Providing the personnel, facilities, and other resources necessary to effectively accomplish this procedure.



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5.2 Site Construction Manager

The Site Construction Manager is responsible for monitoring that the site complies with applicable Health, Safety, Security and Environment HSSE requirements by:

- Providing the resources to implement the requirements of this procedure.
- Communicating with management concerning Project HSSE expectations concerning Housekeeping.
- Providing leadership regarding HSSE requirements and expectations for Managers, Project Supervisors, Superintendents and other leadership.

5.3 HSSE Manager

Site HSSE Manager's responsibilities include the following:

- Auditing this procedure.
- Confirming that this procedure meets the government requirements and regulations in the location of the Project facility.

5.4 Project Personnel

Project personnel's responsibilities include the following:

- Knowing and understanding the Environmental Safety and Health requirements of this Procedure that apply to the work they perform.
- Requesting additional information and further clarification before starting work if personnel receive assignments they do not understand.
- Complying and abiding by this Procedure for any work they perform.

6.0 PROCESS

6.1 General

Construction sites are inherently dangerous. The accumulation of debris and rubbish shall be avoided. Slips, trips and fall incidents are often a direct result of poor housekeeping.

To ensure housekeeping is considered as an integral part of the work process, housekeeping is to be discussed at the Pre-Job Safety Briefings. Consideration shall also be given to the potential to generate bulk combustible materials and prevention of fires on site.

Adequate time will be assigned to ensure that good housekeeping is maintained. This may be carried out by the workers in the particular office, workshop or site, by a cleaning contractor, or at the discretion of the management.

Any instances of poor housekeeping resulting in the creation of a tripping, slipping, fire hazard or loss shall be corrected immediately.

As part of the job planning phase ensure that adequate space is provided for new materials, plant and equipment, recovered and redundant material. Where possible interference between redundant material and new incoming materials.

The responsible business entity shall be accountable for cleaning of their sites including but not limited to collection, storage and disposal of hazardous and non-hazardous waste from their sites in accordance with EPM-KSE-PR-000002 Project Waste Management Procedure, manufacturer guidelines and the governing Saudi local municipality and PME laws and regulations. Site supervision shall ensure that debris and waste is adequately collected and properly disposed of daily.



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A suitable number of waste receptacles must be provided in a way that does not allow such receptacles to overflow, waste must be segregated in accordance with the governing waste management requirements.

Offices shall be cleaned and regularly maintained. Laboratories and workshops shall be maintained clear of debris, waste and other rubbish.

Where the structure of a building under construction is nearing completion, ALL combustible and flammable waste MUST be removed from the building as it is generated and before the end of every shift.

6.2 Access Egress Routes

All emergency exits and access passageways, fire doors, break-glass alarm points, firefighting equipment, first aid stations, and other emergency stations must be kept clean, and unobstructed. The following shall be considered:

- Pedestrian access routes must be clear of material, debris, waste, equipment or any similar obstruction. Walkways shall be reasonably leveled and firm.
- Access routes to excavations, scaffolding, temporary structures or any other structures must be defined and kept free of waste.
- Indoor corridors and floors must be maintained clean and dry.

6.3 Material, Tools and Equipment Management

All workplaces are to be maintained and clear of debris waste and other rubbish. All of which shall be disposed of in segregated containers for disposal. The following general requirements shall be followed:

- Materials shall be stored and stacked neatly to prevent material sliding, falling or collapsing.
- All pallets are stored on level ground no more than 6 feet high.
- Roofing and general structural materials shall be laid out on sleepers within a designated Lay down Area away from key vehicle or plant routes;
- All material packaging shall be kept to a minimum and removed to the designated waste storage area;
- Where materials are being removed from an elevated work location, ensure the immediate area beneath the load is cordon-off and barriers posted along with suitable warning notices/signs. Suitable control measures shall also be in place such as, shoots, winches, hoists.
- Ensure that tools, equipment and raw materials at the workplace are kept to a minimum commensurate with efficient working practice.
- Tools and equipment should be removed as soon as possible to the defined storage area such that the workplace is maintained in a clean and tidy condition.
- Where equipment is being installed in any building, packaging must be reduced to a minimum and ALL combustible and flammable waste MUST be removed as it is generated and before the end of every shift.
- Waste generated by one trade must be removed before the next trade enters the area. This is particularly important with concrete work, steel fixing and form work.

6.4 Spills Control and Clean-up

- Immediately clean up any spillage, such as oil or grease. These may be cleared by absorption using inert sand or other suitable materials.
- Toxic, corrosive or other hazardous liquids shall be cleaned up in accordance with manufacturer instructions or safety data sheet SDS.
- All material used to mop up spills shall be immediately removed to a safe place and stored in closed containers for safe disposal.

6.5 Electrical Cords/Cables Management



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Proper management and control of electrical cables/cords within the workplace is an essential element of a housekeeping program.

All cables are controlled and systems developed to either provide protective covers or suspend cable above head height away from moving or projecting equipment (e.g., scaffolding).

Walkways/stairways are kept clear of temporary electrical installations and hoses.

6.6 Woodworking operations

Woodworking activities are a major contributing practice to poor housekeeping. Timbers and wood materials are often stacked inappropriately, especially once removed from the temporary structure and often consist of numerous protruding nails.

Ensure all nails are removed prior to storing and stacking the materials neatly for re-use or disposal. Work area(s) shall be controlled to prevent unauthorized access.

6.7 Waste/Scrap Areas

Waste areas must be maintained and kept in a manner that will not pose a threat to the environment. Refer to the below for guidelines:

- Waste and scrap areas shall be clearly identified and segregated from the place of work.
- All hazardous waste will be collected in covered containers displaying the appropriate hazard warning signs.
- Where practicable, barriers and suitable signs shall be posted identifying controlled access and the secure designated waste areas.
- Housekeeping responsibilities for controlling the waste/scrap areas shall be clearly identified.

6.8 Waste Containers

- All waste containers shall be covered ensuring debris is contained during prevailing weather conditions. Where required, waste containers shall be color coded or appropriate signs and labels posted on the waste container to encourage segregation of waste materials.
- All hazardous waste will be collected in appropriate covered containers displaying the appropriate hazard warning signs. Where practicable, barriers and signs shall be posted identifying controlled access to the hazardous waste area.
- Trash receptacles shall be made of hard-wearing material and distributed properly where needed.
- It is strictly prohibited to dump hazardous waste (chemicals, paints, thinners etc.) into waterways and sewer lines.

6.9 Health, Hygiene and Environmental Considerations

High standards of waste management are to be enforced throughout all welfare facilities. Where eating on site has been approved; control of food wastes is essential to prevent infestation of vermin and rodents.

Suitable covered receptacles must be provided for all food wastes, receptacles must be provided with suitable disposable plastic trash bag and must be emptied on a daily basis.

Areas set aside for eating, where approved, shall be kept clean and orderly at all times.

The burning of waste on any jobsite is strictly prohibited.

The following waste management best practices can support the preservation of environmental resources:

- Reduce, reuse or recycle waste wherever possible.
- Provide dedicated waste storage areas.



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- Do not mix regulated and non-regulated wastes.
- Do not mix incompatible regulated wastes.
- Label all waste areas and containers with their contents.
- All containers must be in good condition, not leaking and stored on hard standing.
- Do not allow containers to overflow and remove them regularly.
- Conduct regular inspections of waste storage areas and areas prone to overflow conditions.
- Obtain copies of licensed waste carrier and waste disposal or recycling company certificates, where applicable, Information on licensed environmental services are available on the Saudi General Authority of Meteorology and Environmental Protection website.
- Conduct periodic visits to transport and disposal companies, where applicable – (verify destination of waste is as identified on transfer notes/manifests).

6.10 Flammable Materials

Materials with a combustible composition shall be stored in a closed waste container and appropriate fire prevention arrangements (fire extinguishers, sand and water buckets, and shovel) shall be stored adjacent to the waste container. Suitable signs shall also be posted identifying awareness to potential fire risks.

6.11 Training and Information

All personnel shall be trained on the general and specific housekeeping requirements and environmental considerations contained herein during the New Hire Orientation, as well as through periodic training (Toolbox Talks, Safety Meetings, etc.).

Personnel with assigned responsibilities for handling wastes while on site and for packaging wastes for transport and disposal off site must receive additional training. Training for such personnel should be provided in accordance with the governing regulatory requirements and include all safety and health requirements in the EPM-KSS-PR-000024 Project Hazard Communication Procedure.

Additional training will also be provided to personnel with emergency coordination responsibilities.

7.0 ATTACHMENTS

1. Segregation Bin Examples



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Attachment 1 - Segregation Bin Examples



Industrial Type Bins