

# MSA FACILITIES SAFETY AND HEALTH INSPECTION PROGRAM

Housekeeping



# Housekeeping

At the completion of this unit you shall be able to:

1. Utilize section F of the Safety and Health Hazard Inspection Program Checklist to identify compliant and non-compliant safety behaviors.
2. Identify areas of concern requiring immediate action to mitigate or prevent a possible injury.

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# Housekeeping

The “Housekeeping” section is in Section F of the checklist.

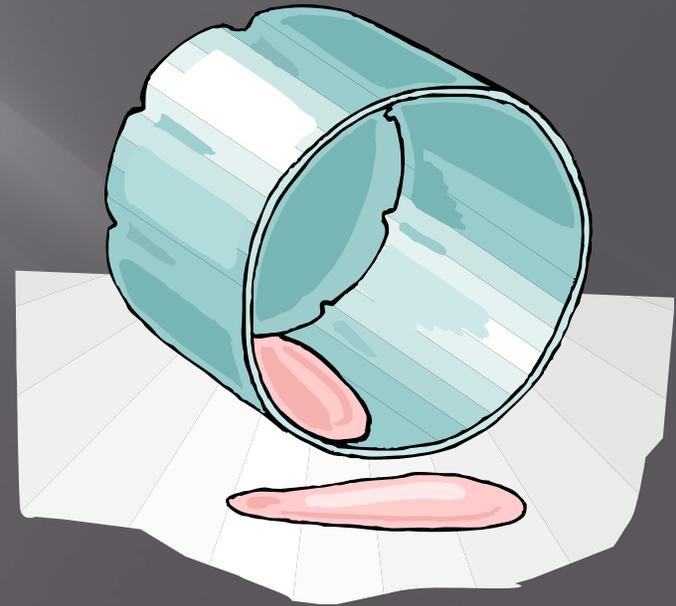
MSA GENERAL INDUSTRY-BASED SAFETY AND HEALTH HAZARD INSPECTION CHECKLIST			
No.	Inspection Observations	Compliant? Y•N•N/A	See Comments (indicate with X)
4	Materials stored in cabinets and bookcases such that the heavier materials are closest to the floor.		
5	Adequate space for egress (28") from behind desk to exit.		
6	No burrs or sharp edges on office equipment or furnishings.		
7	Cords and cables properly routed to prevent tripping hazard.		
8	Sharp objects properly stored.		
9	Other		
<b>E REQUIRED SAFETY POSTINGS (Main Administrative Buildings Only)</b>			
1	Approved DOE/OSHA poster informing employees of the Department of Energy/OSHA Act protections and obligations is posted.		
2	Worker Bill of Rights document is posted. ***		
3	Master Safety Rule document is posted. ***		
4	Stop Work Responsibility document is posted. ***		
5	Building emergency plan is posted and current		
6	Other		
<b>F HOUSEKEEPING</b>			
1	Employees maintain floors clean, dry, with no slippery areas.		
2	Employees maintain aisles and passageways unobstructed.		
3	Employees are using material control practices to keep work areas in safe configuration.		
4	Work area lighting appears adequate.		
5	Floor loading limits posted or understood and are not exceeded for material storage on structurally supported surfaces.		
6	Employees control combustibles in work area. (Combustibles are not collected/stored under horizontal surfaces that cannot be reached by sprinkler heads)		
7	Recycling containers are present, used and emptied on a regular basis.		
8	Other		
<b>G FIXED STAIRWAYS, LANDINGS, and RAMPS</b>			
1	Stairs unobstructed and in good repair.		
2	Railings and handrails provided on open sides and properly maintained.		
3	Riser height is uniform and steps/landings are slip resistant.		
4	Other		
<b>H PORTABLE and FIXED LADDERS</b>			
1	Portable and fixed ladders are inspected and maintained in safe condition.		
2	Defective ladders are removed from service.		
3	Ladder rungs are clean and free from oils, mud, and grease.		

# Housekeeping

1. Employees maintain floors clean, dry, with no slippery areas.
2. Employees maintain aisles and passageways unobstructed.
3. Employees are using material control practices to keep work areas in safe configuration.
4. Work area lighting appears adequate.
5. Floor loading limits posted or understood and are not exceeded for material storage on structurally supported surfaces.
6. Employees control combustibles in work area.  
(Combustibles are not collected/stored under horizontal surfaces that cannot be reached by sprinkler heads)
7. Recycling containers are present, used and emptied on a regular basis.
8. Other.

# Housekeeping

1. Employees maintain floors clean, dry, with no slippery areas.
  - ❑ A compliant rating would indicate that there were no spills and the floor was clean and dry.
  - ❑ A non compliant rating would indicate that the facility was not in compliance. A comment at the end of the checklist needs to be made describing the problem/ actions.



# Housekeeping

2. Employees maintain aisles and passageways unobstructed.
  - ▣ A compliant rating would indicate that walkways and corridors were clear.
  - ▣ A non compliant rating would indicate that the facility was not in compliance. Again, a comment at the end of the checklist needs to be made describing the problem/ actions including any corrective actions taken.



# Housekeeping

3. Employees are using material control practices to keep work areas in safe configuration.

- ▣ A compliant rating would indicate that all materials are stacked properly in a way that they don't create a hazard.
- ▣ A non compliant rating would indicate that the facility was not in compliance.



# Housekeeping

## 4. Work area lighting appears adequate.

- ▣ A compliant rating would indicate that the lighting in all areas was adequate for the type of tasks and did not create a hazard.
- ▣ A non compliant rating would indicate that the facility was not in compliance.



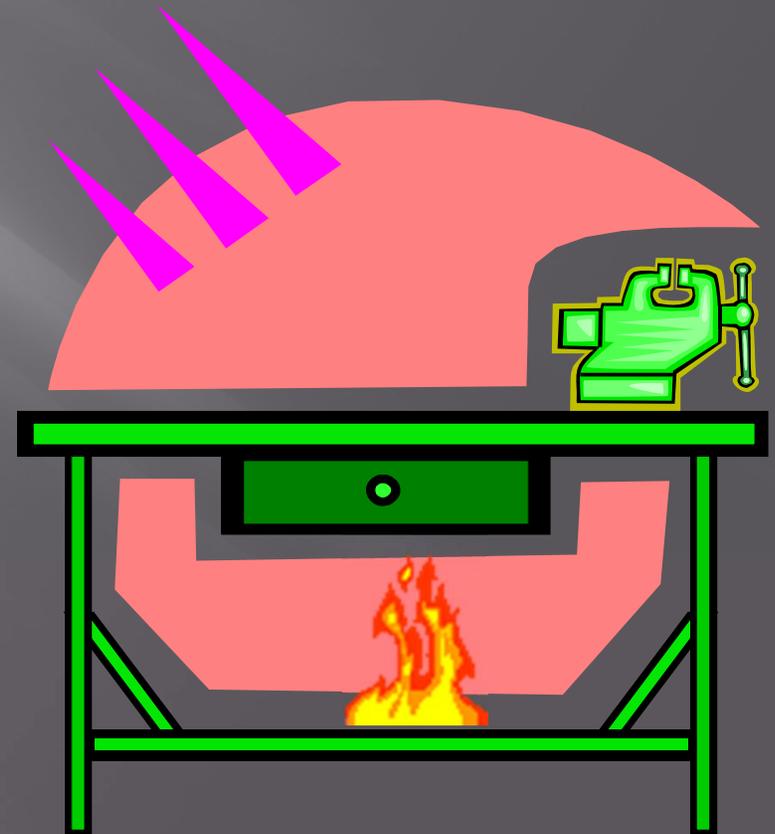
# Housekeeping

5. Floor loading limits posted or understood and are not exceeded for material storage on structurally supported surfaces.
  - ❑ A compliant rating would indicate that the floor loading was not exceeded.
  - ❑ A non compliant rating would indicate that the facility was not in compliance.
  - ❑ Typically all of the floors at the Hanford Facility do have a design floor load adequate for their initial purpose.
  - ❑ For those locations where the mission has changed to include storage or material handling either a sign posted or the employees in the area must be aware of these limits.



# Housekeeping

6. Employees control combustibles in work area. (Combustibles are not collected/stored under horizontal surfaces that cannot be reached by sprinkler heads)
  - ▣ A compliant rating would indicate that no combustibles (boxes of paper/cardboard/etc. )were stored beneath horizontal surfaces.
  - ▣ A non compliant rating would indicate that the facility was not in compliance.
  - ▣ Bear in mind that those materials that are “flammable” must be stored in a separate approved storage cabinet when not in use.



# Housekeeping

7. Recycling containers are present, used and emptied on a regular basis.
  - ▣ A rating of compliant would indicate that the containers are present, used, well maintained and emptied on a regular basis.
  - ▣ A rating of not compliant would indicate that the containers are not present, used, or emptied on a regular basis.



# Housekeeping

- If at any time you have any questions about how to fill out the form or about the items on the form please contact your project safety group.

**MSA GENERAL INDUSTRY-BASED SAFETY AND HEALTH  
HAZARD INSPECTION CHECKLIST**

Facility:	Facility Representative:		
Date:	Team Member:		
Total Items Reviewed:	Team Member:		
Total Non-Compliant Items:	Team Member:		

No.	Inspection Observations	Compliant?	See Comments (indicate with X)
		Y•N•N/A	
<b>A</b>	<b>FIRE PROTECTION INSPECTION</b> <i>(All issues must be observed as applicable see note 2)</i>		
1	Emergency Lights - Each unit must be operable when tested.		
2	Portable Fire Extinguishers (PFE) - Each unit is properly mounted, an inspection tag is in place and reflects through previous month, the pressure gauge is in the "green" zone (where applicable).		
3	PFE is not obstructed, is visible, and the seal is not broken.		
4	Sprinkler Clearance - Clearance between the sprinkler deflector and the top of any storage is 18 inches or greater.		
5	Fire Riser Pressure Gauge Inspection - Inspect gauges to verify pressure to the building and pressure held in the fire system. Typically both gauges will have similar pressure readings.		
6	Fire Risers - Access to fire system sprinkler risers and other system components must be unobstructed.		
7	Fire Riser Valve Inspection - Check all seals, position and supervision for broken seals or possible tampering.		
8	Post Indicating Valve Inspection - This valve will be located outside of the facility. It must be verified that the window on the side of the valve reads "OPEN".		
9	Exit Signs - Exit signs with an internal lighting source must be checked to ensure all lamps are functional. - Exit signs that use Tritium must be observed that they have not been damaged, all applicable labels are present, the sign has not expired, and it is not covered with another sign.		
10	Fire Doors - Identify that fire doors operate freely and latch securely upon closure. Fire doors must not be propped open.		
11	Ceiling Tiles - Where automatic sprinklers are installed drop ceiling tiles are in place. Missing tiles slow response of fire suppression sprinklers.		
12	Manual alarm stations are easily identified and readily accessible.		
13	Other.		
<b>B</b>	<b>GENERAL SAFE BEHAVIORS</b>		
1	Employees are taking the necessary safety precautions for the work being performed.		
2	Work is being performed such that collocated employees in the area are not exposed to occupational hazards or unsafe conditions.		

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# Housekeeping

Thank you for your time  
and desire to help us have  
a safer workplace