

Ownership matrix	RPP-27195
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1.0 PURPOSE AND SCOPE

This standard identifies a key aspect of the Occupational Safety and Health (OS&H) Program that establishes the expectations and requirements for housekeeping and sanitation.

This standard applies to general sanitation and housekeeping issues expected of personnel working for Washington River Protection Solutions, LLC (WRPS) and its subcontractors. In the event there are rodent or animal infestations in occupied facilities that could create unsanitary conditions, refer to TFC-ESHQ-IH-STD-14 for guidance in hazard abatement.

2.0 IMPLEMENTATION

This standard is effective on the date shown in the header.

3.0 STANDARD

3.1 Managers/Supervisors

As a minimum standard, managers and supervisors are responsible for their work area and shall ensure that unsafe conditions are not present, that housekeeping and sanitation practices are maintained, and that workers in those areas comply with the safety standards and practices listed below. Housekeeping inspections are to be conducted and issues resolved.

3.2 Janitor Field Work Supervisor

- Coordinates the housekeeping effort for the building's/facility's common areas
- Conducts monthly housekeeping inspections of the building's/facility's common areas.

3.2 Employees

Employees are responsible, as a minimum standard, for maintaining their work areas free of unsafe conditions and for complying with the safety standards and practices listed below.

3.3 General Requirements

1. Housekeeping/sanitation practices are maintained on a daily basis. (5.1.2)
2. Cleaning and sweeping are done in a manner that minimizes the contamination of the air with dust or particulate matter. All sweepings, solid or liquid wastes, refuse, and garbage shall be removed in such a manner as to avoid creating a menace to health and as often as necessary or appropriate to maintain the place of employment in a sanitary condition. Work areas are kept clean to the extent the nature of the work allows. The floor of every workroom is maintained, as far as practicable, in a dry condition. (5.1.1)

3. Prior to disposal, all sharps shall be protected, or wrapped and taped securely, to prevent injury while handling waste.
4. When disposing of the sharp edge of a can lid, the lid must not be bent by hand. It is preferable that the lid should be either taped or placed in the can for disposal.
5. Do not pick up broken glass by hand, but instead, use a dust pan and broom and place in appropriately marked trash can stating that trash contains broken glass.
6. For access to a dustpan and broom, the janitorial staff or Building Administrator should be contacted for assistance.
7. If broken glass is placed in a waste receptacle, the Building Administrator or janitorial staff should be notified so that they are aware and can handle the trash appropriately.
8. Where wet processes are used, drainage shall be maintained and false floors, platforms, mats, or other dry standing places shall be provided. Where practicable, or appropriate, waterproof footwear shall be provided. (5.1.1)
9. To facilitate cleaning, every floor, working place, and passageway shall be kept free from protruding nails, splinters, loose boards, and unnecessary holes and openings. (5.1.1)
10. Restroom facilities will be provided and maintained in accordance with Attachment A. (5.1.2, 5.1.5)
11. Non-hazardous materials will be disposed of in a safe manner in a site trash bin. Non-hazardous construction waste is maintained in accordance with Attachment B. (5.1.3, 5.1.4, 5.1.6)
12. No food or beverages shall be stored or consumed in restrooms or in an area exposed to toxic materials.

3.3.1 Waste Disposal-Eating and Drinking Areas

1. Receptacles constructed of smooth, corrosion resistant, easily cleanable, or disposable materials, shall be provided and used for the disposal of waste food.
2. Any receptacle used for solid or liquid waste or refuse shall be so constructed that it does not leak and may be thoroughly cleaned and maintained in a sanitary condition.
3. Waste receptacles for food shall be equipped with a solid tight-fitting cover, unless it can be maintained in a sanitary condition without a cover.
4. The number, size, and location of such receptacles shall encourage their use and not result in overfilling. They shall be emptied not less frequently than once each working day, unless unused, and shall be maintained in a clean and sanitary condition.
5. Employees in administrative areas should dispose of all food and garbage in waste receptacles located in designated break areas to be maintained on a daily basis. Disposition of office trash is not required to be performed daily.

3.3.2 Vermin Control

Every enclosed workplace shall be so constructed, equipped, and maintained, so far as reasonably practicable, as to prevent the entrance or harborage of rodents, insects, and other vermin. A continuing and effective extermination program shall be instituted where their presence is detected.

3.3.3 Work Surfaces and Walkways

(5.1.3)

1. Keep work surfaces orderly, floor surfaces free of tripping hazards, and all other areas free of hazards that could result in injury.
2. Provide safe access to and from the work area.
3. Arrange materials in a stable manner so that they do not protrude into walking surfaces.
4. Place materials stored above work surfaces back from edges or behind protective barriers to protect workers below.
5. Clean up spills or mark the area with safety barricades until the spill can be cleaned up.
6. Identify interior aisles, walkways, passage ways, and floor surfaces for construction buildings, warehouses, or shops.

Walkways may be established by building layout, office cubicles or partitions, arrangement of equipment or material storage racks, welding curtains, painted stripes, or reflective or fluorescent striping materials.

3.3.4 Hoses and Cords

Hoses and electrical conductors that cross aisles or passageways are to be covered or suspended overhead so that they pose no tripping hazard. When mechanical handling equipment is in use, sufficient safe clearances are allowed for aisles, at loading docks, through doorways, and wherever turns or passages are made.

3.3.5 Emergency Access

Exits, fire alarm boxes, fire extinguishing equipment, electrical disconnect panels, and any other emergency equipment are to be kept clear of obstructions at all times.

3.3.6 Water Supply

1. An adequate supply of potable water shall be provided in all places of employment.
2. Portable drinking water dispensers shall be designed, constructed, and serviced so that sanitary conditions are maintained, shall be capable of being closed, and shall be equipped with a tap.
3. Open containers such as barrels, pails, or tanks for drinking water from which the water must be dipped or poured, whether or not they are fitted with a cover, are prohibited.

4. A common drinking cup and other common utensils are prohibited.
5. Outlets for nonpotable water, such as water for industrial or firefighting purposes, shall be posted or otherwise marked in a manner that will indicate clearly that the water is unsafe and is not to be used for drinking, washing of the person, cooking, washing of food, washing of cooking or eating utensils, washing of food preparation or processing premises, or personal service rooms, or for washing clothes.
6. Construction of nonpotable water systems or systems carrying any other nonpotable substance shall be such as to prevent backflow or back-siphonage into a potable water system.
7. Nonpotable water shall not be used for washing any portion of the person, cooking or eating utensils, or clothing. Nonpotable water may be used for cleaning work premises, other than food processing and preparation premises and personal service rooms provided that this nonpotable water does not contain concentrations of chemicals, fecal coliform, or other substances which could create unsanitary conditions or be harmful to employees.

3.3.7 Washing Facilities/Restrooms

1. Lavatories shall be made available in all places of employment. Toilet facilities shall be provided in accordance with Attachment A. The number of facilities to be provided for each gender shall be based on the number of employees of that gender for whom the facilities are furnished.
2. Washing facilities shall be maintained in a sanitary condition.
3. The requirements of this subdivision do not apply to mobile crews or to normally unattended work locations if employees working at these locations have transportation readily available to nearby washing facilities which meet the other requirements of this section.
4. Each lavatory shall be provided with hot and cold running water, or tepid running water.
5. Hand soap or similar cleansing agents shall be provided.
6. Individual hand towels or sections thereof, of cloth or paper, warm air blowers or clean individual sections of continuous cloth toweling, convenient to the lavatories, shall be provided.
7. Whenever showers are required by a particular standard, the showers shall be provided in accordance with paragraphs in this section.
8. One shower shall be provided for each 10 employees of each gender, or numerical fraction thereof, who are required to shower during the same shift.
9. Body soap or other appropriate cleansing agents convenient to the showers shall be provided.

10. Showers shall be provided with hot and cold water feeding a common discharge line.
11. Employees who use showers shall be provided with individual clean towels.
12. No employee shall be allowed to consume food or beverages in a toilet room nor in any area exposed to toxic materials.

4.0 DEFINITIONS

Number of employees. The maximum number of employees present at any one time on a regular shift.

Potable water. Water which meets the quality standards prescribed in the U.S. Public Health Service Drinking Water Standards, published in 42 CFR Part 72, or water which is approved for drinking purposes by the State or local authority having jurisdiction.

Toxic material. A material in concentration or amount which exceeds the applicable limit established by a standard, such as 1910.1000 and 1910.1001 or, in the absence of an applicable standard, which is of such toxicity so as to constitute a recognized hazard that is causing or is likely to cause death or serious physical harm.

Wet process. Any process or operation in a workroom which normally results in surfaces upon which employees may walk or stand becoming wet.

5.0 SOURCES

5.1 Requirements

- 5.1.1 29 CFR 1910.22, Subpart D, "Walking-Working Surfaces."
- 5.1.2 29 CFR 1910.141, "Housekeeping/Sanitation."
- 5.1.3 29 CFR 1926.25, "Housekeeping."
- 5.1.4 29 CFR 1910.176, "Handling materials – general."
- 5.1.5 29 CFR 1926.51, "Sanitation."
- 5.1.6 29 CFR 1926.252, "Disposal of Waste Materials."

5.2 References

- 5.2.1 29 CFR 1910.1000, "Air contaminants."
- 5.2.2 29 CFR 1910.1001, "Asbestos."
- 5.2.3 DOE-0359, "Hanford Site Electrical Safety Program."

- 5.2.4 TFC-ESHQ-FP-STD-01, “Fire Marshal Permits, Combustible Controls, and Construction/Occupancy Requirements”
- 5.2.5 TFC-ESHQ-IH-STD-14, “Prevention of Illness from Hazardous Biological Agents.”
- 5.2.6 TFC-ESHQ-S-STD-05, “Walking and Working Surfaces.”

ATTACHMENT A – RESTROOM FACILITIES

Where toilet rooms will be occupied by no more than one person at a time, can be locked from the inside, and contain at least one water closet, separate toilet rooms for each gender need not be provided. Where such single-occupancy rooms have more than one toilet facility, only one such facility in each toilet room shall be counted towards fulfilling the following minimum requirements for water closets:

Number of employees	Minimum number of water closets ¹
1 to 15	1
16 to 35	2
36 to 55	3
56 to 80	4
81 to 110	5
111 to 150	6
Over 150	(²)

¹Where toilet facilities will not be used by women, urinals may be provided instead of water closets, except that the number of water closets in such cases shall not be reduced to less than 2/3 of the minimum specified.

²1 additional fixture for each additional 40 employees.

The requirements of this section do not apply to mobile crews or to normally unattended work locations so long as employees working at these locations have transportation immediately available to nearby toilet facilities which meet the other requirements of this subparagraph.

For temporary facilities or construction areas the following requirements for toilet facilities will be met.

Number of Employees	Number of Toilet Facilities
20 or less.....	1
20 or more.....	1 toilet seat and 1 urinal per 40 workers.
200 or more.....	1 toilet seat and 1 urinal per 50 workers.

Under temporary field conditions, provisions shall be made to assure not less than one toilet facility is available.

Job sites, not provided with a sanitary sewer, shall be provided with one of the following toilet facilities unless prohibited by local codes:

- Privies (where their use will not contaminate ground or surface water)
- Chemical toilets
- Recirculating toilets
- Combustion toilets.

ATTACHMENT B – DISPOSAL OF NON-HAZARDOUS CONSTRUCTION WASTE

1. Whenever materials are dropped more than 20 feet to any point lying outside the exterior walls of the building, an enclosed chute of wood, or equivalent material, shall be used. For the purpose of this paragraph, an enclosed chute is a slide, closed in on all sides, through which material is moved from a high place to a lower one.
2. When debris is dropped through holes in the floor without the use of chutes, the area onto which the material is dropped shall be completely enclosed with barricades not less than 42 inches high and not less than six feet back from the projected edge of the opening above. Signs warning of the hazard of falling materials shall be posted at each level. Removal shall not be permitted in this lower area until debris handling ceases above.
3. All scrap lumber, waste material, and rubbish shall be removed from the immediate work area as the work progresses.
4. Burning will not be used as a means of disposal of waste material or debris.
5. All solvent waste, oily rags, and flammable liquids shall be kept in fire resistant covered containers until removed from worksite.
6. Use of mechanical equipment. Where mechanical handling equipment is used, sufficient safe clearances shall be allowed for aisles, at loading docks, through doorways and wherever turns or passage must be made. Aisles and passageways shall be kept clear and in good repair, with no obstruction across or in aisles that could create a hazard. Permanent aisles and passageways shall be appropriately marked.
7. Secure storage. Storage of material shall not create a hazard. Bags, containers, bundles, etc., stored in tiers shall be stacked, blocked, interlocked and limited in height so that they are stable and secure against sliding or collapse.
8. Housekeeping. Storage areas shall be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pest harborage. Vegetation control will be exercised when necessary.
9. Clearance limits. Clearance signs to warn of clearance limits shall be provided.
10. Guarding. Covers and/or guard- rails shall be provided to protect personnel from the hazards of open pits, tanks, vats, ditches, etc.