

<b>THUNDER BAY REGIONAL HEALTH RESEARCH INSTITUTE STATEMENT of POLICY and PROCEDURE</b>			
Manual:	Joint Health & Safety	SPP No.	<b>JH 2.12</b>
Section:		Issued:	June 1, 2013
Subject:	<b>Workplace Cleanliness</b>	Effective:	June 1, 2013
Issue to:	All Manual Holders	Page:	1 of 3
		Replaces:	<b>June 1, 2013</b>
Issued by:	Joint Health & Safety Committee	Dated:	August 19, 2020

## **PURPOSE**

To provide a clean and sanitary place of employment which is free from recognized hazards that could cause death or serious physical harm to employees, students, and visiting contractors working in the Thunder Bay Regional Health Research Institute (the Institute) office or lab space. Good housekeeping practices are necessary for the prevention of accidents and are an essential part of the Institute's Health and Safety program, as well as the Occupational Health & Safety Act and Regulations.

## **SCOPE**

This policy applies to all staff, students, contractors, visitors, and to any person working on behalf of the Institute, or within the Institute's facilities – all inclusively termed "worker" herein this Policy.

## **ROLES AND RESPONSIBILITIES**

Managers/Supervisors are responsible for:

- Implementing this guideline in their area of responsibility;
- Ensuring that all materials/chemicals related to their staffs work are properly disposed of at the completion of their term.

Workers are responsible for:

- Ensuring that their work environment is clean and free of hazards;
- Cleaning up after each job has been completed;
- Ensuring that all materials/chemicals related to their work are properly disposed of at the completion of their term.
- Participating in training as required.

Joint Health & Safety Committee is responsible for:

- Assisting Managers/Supervisors and workers in the identification of hazards in the workplace;
- Providing information on training when required.

## **PROCEDURES**

Housekeeping includes both cleanliness and orderliness, defined as follows:

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- **Cleanliness** - an area is clean when it is free of trash, debris, dirt, stains or impurities (unsoiled).
- **Orderliness** - an area is in order when there are no unnecessary things about and all necessary things are in their proper place.

It is everyone's responsibility to pick up and clean up. Here are a few guidelines:

1. Keep work areas and storage facilities clean, neat and orderly.
2. Every floor, working place, and passageway will be kept free from protruding objects, storage of equipment, pallets of products, and uncovered openings in the floor. Parts and equipment will be placed in designated and/or marked areas so that walkways are not blocked.
3. Any spills will be cleaned up immediately.
4. Do not let materials or supplies that are no longer needed accumulate. If it is not needed, get rid of it.
5. If items are missing, misused, or if an area has been defaced, employees please report these actions to your Supervisor immediately.
6. All common areas are to be treated with respect. Please ensure you tidy up any garbage, wash dishes, etc. to ensure you leave the space as you find it.
7. All fire extinguishers, eye wash stations, and showers will be kept free from obstruction or blockage by any item which could hamper or prevent someone from obtaining it in an emergency.

### **WHAT THE LAW STATES**

The Regulation for Industrial Establishments (R.R.O. \*851/90) has a number of sections that apply to housekeeping. They are:

- f.* s.11: Floor conditions;
- f.* s.21: Lighting;
- f.* s.22: Storage of flammable liquids;
- f.* s.47: Storage of cylinder-shaped objects;
- f.* s.48: Storage of barrels;
- f.* s.123: Fire extinguishers, aisles, exits, etc.

\*Revised Regulation of Ontario

The Workplace Hazardous Materials Information System (WHMIS) Regulation (R.R.O. 860/90): *f.* s.8-16: Identification and labeling of hazardous materials in the workplace.

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Compliance will be monitored and enforced. Non-compliance will be handled in accordance with disciplinary procedures.