

University of Alaska Anchorage	Section EHS/RM
<b>ADMINISTRATIVE SERVICES MANUAL</b>	Program No.
<b>EHS/RM Programs</b>	Page 1
Title <i>HOUSEKEEPING AND MATERIAL STORAGE SAFETY</i>	Effective Date 06/16/2021

## 1. Purpose

University of Alaska Anchorage (UAA) employees, student workers, faculty, staff, and outside contractors must always maintain good housekeeping and properly store materials. The hazards associated with poor housekeeping and material storage can be substantially reduced by promoting orderly arrangement of operations and equipment at UAA. This program for Housekeeping and Material Storage Safety is intended to ensure workers are knowledgeable in the hazards and the steps to be taken to protect themselves and others.

## 2. Objective

UAA, in its continuing effort to provide personnel with safe, healthful working conditions, and to comply with the Occupational Safety and Health Act is implementing the following program for housekeeping and material storage to protect people working at the University, by helping employees, student workers, faculty, staff, and outside contractors better understand the impact of housekeeping and material storage in the workplace.

## 3. Scope

This program applies to UAA employees, student employees, faculty, staff, and outside contractors working at the UAA campus.

## 4. Definitions

Combustible Material - Any material that will ignite and burn if introduced to fire, appreciable heat or flame.

Furniture Anchor - Device used to secure furniture to the studs in a wall in order to prevent tip over.

Flammable Material - Material that is capable of being easily set on fire and burning quickly. OSHA defines flammable materials as those having a flashpoint at or below 199.4 °F (93 °C).

HEPA Vacuum - Vacuums that contain filters that are capable of trapping extremely small, micron-sized particles. A true HEPA vacuum with a properly installed filter can trap 99.97 percent of all airborne particles larger than 0.3 microns.

Housekeeping - The routing cleaning and organization of the workplace in order to maintain a safe working environment.

Means of Egress - A continuous and unobstructed path of exit travel from any point within a workplace to a place of safety.

Personnel Protective Equipment (PPE) - Equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses.

University of Alaska Anchorage	Section EHS/RM
<b>ADMINISTRATIVE SERVICES MANUAL</b>	Program No.
<b>EHS/RM Programs</b>	Page 2
Title <i>HOUSEKEEPING AND MATERIAL STORAGE SAFETY</i>	Effective Date 06/16/2021

## 5. Authority and Responsibilities

In addition to the roles and responsibilities outlined in the UAA Training Program, the following apply to the Housekeeping and Material Storage Safety Program.

### EHS/RM

- Assist departments in developing specific housekeeping activities upon request
- Assist departments with inspections and auditing when needed

### Supervisor

- Ensure good housekeeping is always maintained in the department
- Determine if specific housekeeping actions are necessary and implement them if needed
- Ensure department personnel are trained in good housekeeping and material storage practices
- Provide adequate storage for required materials

### Department Safety Coordinator

- Assist in the determination of effective department housekeeping practices and material storage requirements
- Conduct periodic inspections of areas in their department to ensure housekeeping is maintained and materials are properly stored

### Employees/Student Workers

- Visually inspect the work area daily and correct any housekeeping issues
- Alert department supervisor when activities or events require additional housekeeping effort or support
- Store materials properly, and notifies supervisor with questions regarding storage

### Outside Contractors

- Perform all work in compliance with their company's housekeeping and material storage program, which will be reviewed and approved by the EHS/RM department
- If the company does not have a program, they must comply with this program

## 6. Hazards Associated with Housekeeping and Material Storage

The following hazards associated with housekeeping and material storage can lead to personal injury or death:

University of Alaska Anchorage	Section EHS/RM
<b>ADMINISTRATIVE SERVICES MANUAL</b>	Program No.
<b>EHS/RM Programs</b>	Page 3
Title <i>HOUSEKEEPING AND MATERIAL STORAGE SAFETY</i>	Effective Date 06/16/2021

- Slips, trips, and falls due to cluttered work areas
- Spills of poorly stored materials
- Fire hazards due to cluttered work areas
- Compromised fire suppression systems from stored materials blocking fire suppression equipment

## 7. Engineering Controls

Engineering controls are design plans or changes to the working environment to prevent or reduce employee exposure to potential hazards. The following examples of engineering controls should be considered in area design to reduce the poor housekeeping and material storage hazards.

- Installation of proper storage areas and shelving for required equipment
- Design messy work areas with surfaces that can be easily cleaned with access to water and drains
- Installation of proper storage areas
- Installation of shelving and racking
- Installation of anti-slip flooring, or floor coverings in areas where floors are exposed to slippery materials or moisture

## 8. Administrative Controls

Administrative controls are safe work practices and procedures designed to reduce housekeeping and material storage hazards. Examples of administrative controls include the following:

- Train personnel on housekeeping and material storage
- Conduct routine inspections of work areas to ensure housekeeping and material storage is being properly maintained
- Immediate removal of unused items to prevent clutter
- Provide personnel with access to tools and equipment needed to maintain a well-organized and clean workplace

## 9. Procedures

In order to ensure that proper workplace housekeeping is maintained, a continuous process involving UAA personnel is required. Housekeeping should be incorporated into all processes, operations and tasks performed at UAA. Efforts should be concentrated in high traffic areas, such as around stairs, platforms and ladders; around work stations and machines; and in storage areas. Each worker needs to understand that workplace housekeeping is an integral part of their job and

University of Alaska Anchorage	Section EHS/RM
<b>ADMINISTRATIVE SERVICES MANUAL</b>	Program No.
<b>EHS/RM Programs</b>	Page 4
Title <i>HOUSEKEEPING AND MATERIAL STORAGE SAFETY</i>	Effective Date 06/16/2021

not merely a supplement to work they already perform. And, as workplace housekeeping becomes a standard part of operations, less time and effort are needed to maintain it at an appropriate level.

The following procedures will be followed to promote good housekeeping and material storage.

### **Facilities and Maintenance**

While housekeeping is the responsibility of all UAA personnel in each department, UAA Facilities Maintenance and Operation Department (FM&O) is committed to keeping building, equipment and machinery in safe, efficient working order. This includes maintaining clean and safe facilities and upkeep of buildings structure, utilities, landscaping and appearance. In order to accomplish this efficiently, UAA personnel must notify FM&O of any issues or needed repairs promptly upon discovery.

### **General Housekeeping Guidelines**

#### **Clear Clutter**

A cluttered workplace can lead to ergonomics issues and possible injuries because workers have less space to move. When an area is cluttered, hazards are increased, and personnel are more likely to sustain injuries.

In cluttered areas personnel do not have as much room to set up workstations properly limiting movement. Personnel may end up twisting their body to fit a limited workspace rather than moving the body to find comfortable and supporting positions.

Cluttered areas may also restrict means of egress or the ability to get out of an area or building in the event of an emergency.

UAA personnel should consider the following to prevent clutter in the workplace:

- Clean-up throughout the day maintaining an orderly workplace
- Always return tools and other materials to storage immediately after using them and dispose of materials that are no longer needed.
- Keep aisles, stairways, emergency exits, electrical panels and doors clear of clutter, and purge untidy areas
- Empty trash receptacles before they overflow
- Plan time at the end of the shift to ensure personnel has appropriate time to organize the work area and maintain housekeeping
- Ensure waste is disposed of in a timely manner, contact FM&O for more frequent waste removal for if an activity will create more waste than usual
- Clean up small spills immediately; report large spills to a supervisor

University of Alaska Anchorage	Section EHS/RM
<b>ADMINISTRATIVE SERVICES MANUAL</b>	Program No.
<b>EHS/RM Programs</b>	Page 5
Title <i>HOUSEKEEPING AND MATERIAL STORAGE SAFETY</i>	Effective Date 06/16/2021

- Periodically inventory materials and equipment, and reallocate or dispose of any unneeded items

### **Slip, Trip, and Fall Prevention**

According to data from the Bureau of Labor Statistics slips, trips, and falls are the second leading cause of nonfatal injuries in the workplace. By following the below housekeeping procedures, UAA personnel can minimize slip, trip, and fall hazards:

- Keep all walking and working surfaces clean
- Clean any spills immediately, when assistance is needed report any necessary clean-up to custodial services
- Consider anti-slip flooring, or floor coverings in areas where floors are exposed to slippery materials or moisture
- Use drip pans to catch drips and leaks prior to impacting walkways

### **Fire Hazard Prevention**

When housekeeping is neglected, hazards which may contribute to fires including the accumulation of unnecessary combustible materials, are introduced to the workplace.

- Keep combustible materials in the work area only in amounts needed for the job
- Store flammable materials in designated locations away from ignition sources
- Keep passageways and fire doors free of obstructions
- Stairwell doors should be kept closed
- Do not store items in stairwells
- Hazards in electrical areas should be reported, and work orders should be issued to fix them
- Periodically inventory materials and equipment, and reallocate or dispose of any unneeded items

### **Control Dust**

The buildup of dust can create hazards including minor acute health effects, long term chronic health effects, equipment damage, material contamination, and worse case, fire and explosion if it is not kept under control.

- Schedule regular clean-up events to clean seldom used areas including cabinets, closets and storage areas
- Use industrial vacuums when possible to clean wall, ceilings machinery, etc.
- If available, consider using HEPA vacuums to reduce dust exposure

University of Alaska Anchorage	Section EHS/RM
<b>ADMINISTRATIVE SERVICES MANUAL</b>	Program No.
<b>EHS/RM Programs</b>	Page 6
Title <i>HOUSEKEEPING AND MATERIAL STORAGE SAFETY</i>	Effective Date 06/16/2021

- When sweeping heavily dusty areas consider sweeping compounds to reduce airborne dust
- Consider wiping surfaces with wetted rags, or dusting tools

### **Avoid Tracking Materials**

It is important to minimize housekeeping issues by putting in place processes and equipment to prevent the spread of contaminants from one area to another. This is especially important in areas where activities are known to be messier such as for construction, workshops, laboratories and utility rooms.

- Place mats on entry ways into buildings to prevent spreading water and dirt inside a building from outdoors
- Place mats on the floor on entry ways from one area to another to minimize tracking materials on the feet
- Remove all PPE specific to activity in one area before exiting to prevent spreading any collected contaminants
- For short term construction projects consider creating a containment area to prevent the spread of dust and other debris
- Limit access to areas that are known to be dirtier to minimize exposure and tracking of contaminants
- Use different cleaning equipment for specific areas, for example don't use a mop used to clean up an oily area on another cleaner area
- Schedule more frequent cleaning in areas

### **Material Handling**

- Inspect materials for slivers, nails or other protruding objects, jagged or sharp edges, burrs, and rough or slippery surfaces.
- Get a firm grip on the object.
- Keep fingers away from pinch points, especially when setting down materials.
- When handling lumber, pipe, or other long objects, personnel should keep hands away from the ends to prevent them from being pinched.
- Wipe off greasy, wet, slippery, or dirty objects before trying to handle or store them.
- Keep hands free of oil and grease.

University of Alaska Anchorage	Section EHS/RM
<b>ADMINISTRATIVE SERVICES MANUAL</b>	Program No.
<b>EHS/RM Programs</b>	Page 7
Title <i>HOUSEKEEPING AND MATERIAL STORAGE SAFETY</i>	Effective Date 06/16/2021

## **Material Storage**

Storage areas should not have an accumulation of materials that present hazards for tripping, fire, explosion or pests. Care should be taken when planning any project or workspace to include adequate storage space for the materials and equipment required. Space should be in proximity and accessible to promote frequent use, improving area housekeeping.

### **General Material Storage**

Storage of materials should be secure, neat, and orderly to eliminate hazards and conserve space.

- Keep materials at least 18 inches or more away from automatic sprinklers, fire extinguishers and sprinkler controls
- Materials must be kept at least 3 feet from unit heaters, radiant space heater, duct furnaces, and flues
- Make sure stored material does not obstruct any of the following:
  - Safety Showers
  - Fire Extinguishers
  - Exits
  - Electrical panels
  - Fire alarm pull station
  - Fire Doors
- Consider purchasing or creating specialized storage racks for irregularly shaped items including long pipe sections, boards, ladders, etc. to keep organized and accessible
- Avoid storing material directly on the ground, place on a shelf or pallet to discourage pests and allow for easy movement
- Avoid storing materials on top of lockers or file cabinets to prevent them from sliding off
- Store heavy objects on lower shelves to minimize the effort to lift and move them
- Store as much equipment and files inside lockers, cabinets and file drawers to minimize clutter
- Ensure the proper equipment is available for access to material stored at higher elevations

### **Prevent Falling Objects**

- Stack boxes and objects straight up and down to maintain stability and prevent from falling
- Use shelving and racking whenever possible to provide a stable platform for materials

University of Alaska Anchorage	Section EHS/RM
<b>ADMINISTRATIVE SERVICES MANUAL</b>	Program No.
<b>EHS/RM Programs</b>	Page 8
Title <i>HOUSEKEEPING AND MATERIAL STORAGE SAFETY</i>	Effective Date 06/16/2021

- Ensure materials are placed solidly and completely on a shelf, rack, equipment or counters to prevent from tipping or being knocked off
- Shelving should be anchored to the ground or wall to increase stability
- When shelving or racking is modified the load rating will be altered and it must be evaluated by engineer or approved by the building inspector prior to use
- Avoid stacking materials in areas where people may bump them such as aiseways or hallways
- Ensure shelving and racks have load limits posted on them and do not overload
- Notify supervisor and or FM&O whenever shelving or racking is noted to be damaged for repair

### **Sand/Gravel Piles**

Locate stockpiles to provide safe access for withdrawing material. Material or vertical faces must not overhang. Store material against walls or partitions only in an amount that will not endanger the stability of the wall or partition.

## **10. Inspections**

To ensure housekeeping and material storage at UAA is maintained in a safe condition the following inspections are required:

Prior to the end of each workday/shift UAA personnel should clean their work area and remove/put away any unused materials.

Department Supervisors with the assistance of EHS/RM upon request will determine if additional housekeeping inspections are required in the department and the required frequency. The inspection must provide a means to document deficiencies and track corrective action items to completion.

## **11. Training**

UAA shall provide a training program covering housekeeping and material storage for personnel as necessary.

The program shall enable each employee to recognize hazards related to housekeeping and material storage and shall train each employee in the procedures to be followed to minimize these hazards.

The employer shall ensure that each employee has been trained by a competent person in the following areas, as applicable:

- The nature of housekeeping and material storage hazards in the work area



University of Alaska Anchorage	Section EHS/RM
<b>ADMINISTRATIVE SERVICES MANUAL</b>	Program No.
<b>EHS/RM Programs</b>	Page 9
Title <i>HOUSEKEEPING AND MATERIAL STORAGE SAFETY</i>	Effective Date 06/16/2021

- The correct procedures for mitigating hazards
- Any specific departmental requirements

Retraining shall be provided for each employee as necessary if an accident occurs, new workplace hazards are identified, a near loss incident has occurred, or there is a change in the housekeeping or material storage requirements, so that the employee maintains the understanding and knowledge acquired through compliance with this section.

## 12. Program Evaluation

The Housekeeping and Material Storage Program shall be evaluated on an annual basis utilizing the protocols set forth by EHS/RM. The evaluation team will consist of a department safety coordinator and a designee from EHS/RM. EHS/RM will define the scope of the evaluation. The final report will be developed by the EHS/RM utilizing the information received during the evaluation. The deficiencies determined in the report will be documented and corrective action plans will be developed.

## 13. References

OSHA regulations that apply to housekeeping and material storage safety are included below.

- 29 CFR 1910.176
- 29 CFR 1926.25, 1926.250, 1926.958
- 29 CFR 1915.81

## 14. Revision History

Revision Number	Date Revised	Description of Change	Revised By	Approved By
0		Initial Issue		
1				
2				
3				