

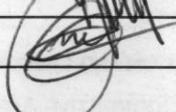
THENJIWE SUPPLIES & REPAIRS

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| Reference Number | TSR/SOP/006 |
| Implementation Date | 03.12.2018 |
| Revision / Amendment Number | 0 |
| Revision / Amendment Date | 03.12.2018 |

SAFE OPERATING PROCEDURE FOR HOUSEKEEPING



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| | Position / Name | Signature | Date |
|-------------|-------------------|--|---------|
| Compiled By | MSHEQ |  | 4/12/18 |
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1. PURPOSE

The main purpose for this procedure is to directly encourage THENJIWE SUPPLIES & REPAIRS to practice a good housekeeping in helping the company to eliminate clutter which is a common cause of accidents such as slips, trips, and falls, fire and explosions.

2. SCOPE

This procedure shall be applicable to all THENJIWE SUPPLIES & REPAIRS direct employees and/or any person performing work for or on behalf of THENJIWE SUPPLIES & REPAIRS (contractors, suppliers or visitors).

3. RESPONSIBILITIES

Management –

- Management shall maintain as far as is reasonably practicable a work environment that is free from hazards caused as a result of poor housekeeping.
- Provide and maintain necessary resources needed for good housekeeping practices.
- Communicate to employees the requirements of this procedure.

Employees –

- All employees must ensure that they understand the requirements of this procedure and implement them thereof.
- Must report all potential poor housekeeping practices to direct supervision.

4. PPE REQUIREMENTS

| | |
|----------------|---|
| Gloves |  |
| Hard hat |  |
| Safety shoes |  |
| Safety goggles |  |

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| | |
|-------------------------------|---|
| Overall |  |
| Dust mask (Depending on area) |  |
| Ear Protection |  |

5. GENERAL

Housekeeping mean: A place for everything and everything in its place.

A clean place to work is necessary for health and safety. Good housekeeping is part of day by day job. In order to create a very conducive work environment, every person must avoid placing things in a more disorganised way to keep the environment clean and free from hazards. Good housekeeping will protect workers against slipping, tripping and other form of hazards. Experience shows that a good housekeeping is part of any company health and safety programme.

6. PROCEDURE

- Every person must be made aware of good housekeeping practices before start of work (during induction training).
- Equipment and material must be stored in the correct identifiable locations.
- All tools must be returned to their storage area immediately after use.
- Hoses must be rolled-up and stored where possible elevated from the ground. Hoses must never be left lying across the walkways.
- Walk ways must be clear of tools, equipment, material or rubbish at all times.
- Process spills including both liquids and dust releases must be contained and cleaned up within a reasonable time – clean as you go principle must be used.
- Offices and desks must be kept orderly and excess paperwork disposed off correctly.
- Lay-down area must be set in an orderly manner, use of racking where appropriate and ensure clear access around equipment is provided.
- All entrances and exits to premises or workstations must be kept clear from obstructions.
- Keep floors dry, clean and in good condition.
- All sprinklers, fire alarms and fire extinguishers must be kept clear.
- All light sources must be kept clean for a good illumination provision in work areas.
- All poor housekeeping practices and conditions must be reported immediately to direct supervision.

Signs of poor housekeeping:

- Cluttered and poorly arranged work area.

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- Untidy or dangerous storage of tools, equipment or material.
- Dusty, dirty floors and work surfaces.
- Items that are in excess or no longer needed.
- Blocked aisles and exits.
- Tools left in work areas, instead of proper storage.
- Spills and leaks.



7. REFERENCE

Occupational Health & Safety Act (85 of 1993) and regulations as amended
General Safety Regulations
Construction Regulation 2014

8. SUPPORTING DOCUMENTS

Baseline Risk Assessment