

Potential Hazard Review

Chemical

- Inhalation: Inflammation of the lungs, respiratory failure, death
- Skin contact: Burns, allergic reaction, dermatitis

Physical

- Fire/explosion: Burns, death
- Slips/fall: Bruise, contusion, sprain, strain, fracture from fall and impact
- Striking against: Laceration, puncture, abrasion

Biological Hazards

- Building-Related Illness: Cough, chest tightness, fever, chills, muscle aches
- Mold: Nasal stuffiness, eye irritation, wheezing, or skin irritation, fever, shortness of breath, infection in lungs
- Plant and insect poisons: Dermatitis, allergic reaction, poisoning

Related Safe Work Practices

- Asbestos Hazard Awareness
- Hazardous Substances
- Kitchen Safety and Hygiene
- Lead
- Lifting, Body Mechanics and Ergonomics

Authority

- CCR Title 8 Sections 1513, 3221, 5208 (j)
- CCR Title 19 Sections 3.07, 3.19
- CCR Title 24, Part 9, Section 304.3, 808

Prepared by: Administration, Landscape, Custodial, Tree topper, Recreation and Structural Maintenance working groups.

Approved by: J. Bramlett, Division Manager of Environment, Health and Safety
K. Gee, Director of Human Resources
K. Petrucione, Director of Administration and Finance
B. Palacio, Superintendent of Recreation and Community Services
E. Andersen, Superintendent of Parks and Open Spaces
W. Tarbox, Superintendent of Structural Maintenance
D. Kern, Director of Operations
P. Ginsburg, General Manager

Issued: 5/18/01, Revised 11/10/2016

Maintaining cleanliness and order in the work area reduces the likelihood of injury and improves your work efficiency. Housekeeping is an important aspect of all job duties ranging from everyday administrative jobs to Park Patrol activities and Structural Maintenance operations, particularly during the course of construction, alteration, or repairs.

This Safe Work Practice (SWP) is dedicated to helping you avoid an injury or illness from known hazards. You are advised to follow these recommendations, read and follow this SWP and any related SWPs, complete and required or recommended training, and to obtain advice from a Qualified Person if you have any questions.

A Qualified Person is a person **designated** by the employer; and by reason of **training**, experience, or instruction who has demonstrated the ability to perform safely all assigned duties; and, when required is properly licensed in accordance with federal, state, or local laws and regulations.

All tasks require that you:

- 1) Use equipment in accordance with the guidelines set forth by the manufacturer. This includes following all signs and labels, and reviewing any manufacturer's operating manuals. If the instructions provided in the operating manual conflict with this SWP, then follow the instructions in the manual. The manufacturer's instructions prevail over this SWP.
- 2) Review the safety data sheets (SDSs) for each chemical.
- 3) Have completed required training, training on this SWP and those listed above as related. Training on SWPs must be completed before initial assignment. It is also recommended that you complete refresher training every two years.

This safe work practice is organized into the following areas:

- 1) General recommendations
- 2) Construction, alteration, or repairs
- 3) Reporting and resolving maintenance items

General recommendations

- 1) Complete a daily walk-through of all indoor and outdoor areas of the facility to identify and correct potential hazards. Potential hazards to be on the lookout for include but are not limited to material or liquid spills, broken glass, garbage, blocked walkways and aisles, loose or broken equipment, etc., and any of the items listed below.
- 2) See the Facilities page under Health and Safety on the department's intranet for information about your facility. You can find reports on asbestos, lead, pressure

treated lumber, and other substances that may become hazardous that is within our facilities. This recommendation is particularly important for custodial staff and any other staff performing housekeeping activities so that they know not to disturb materials or can take appropriate steps if they notice damage or spills.

- 3) See the Asbestos Hazard Awareness SWP and Lead SWP for specific practices to use for materials you think may contain asbestos or lead. This recommendation is particularly important for custodial staff and any other staff performing housekeeping activities so that they know not to disturb materials or can take appropriate steps if they notice damage or spills.
- 4) Every building or portion of a building shall be maintained in a neat orderly manner, free from any condition that would create a fire or life hazard or a condition which would add to or contribute to the rapid spread of fire.
- 5) Walkways and stairs must be kept free of obstructions and tripping hazards. Oils, chemicals, foodstuffs, and other material spilled on floors or walls must be cleaned up at once. Do not wait for custodians!
- 6) Pool, shower, and locker rooms
 - a) Glassware is not permitted in shower or pool areas.
 - b) Locker rooms and lockers must be maintained in a sanitary condition.
- 7) Storage
 - a) Temporary staging for classes or special events shall be removed upon completion.
 - b) Supplies and equipment must be placed in stable stacks or preferably in more organized permanent or semi-permanent storage racks or bins.
 - c) All materials, including those piled or stacked, should be secured if possible to prevent falling, slipping, or collapsing.
 - d) Unsecured items shall not be stacked over 5 feet.
 - e) Heaviest items should be stored low.
- 8) Provisions shall be made for the proper storage and disposal of waste materials and rubbish such that:
 - a) See the Hazardous Substances SWP for storage and disposal of hazardous substances.

- b) Unless protected by approved automatic extinguishing systems or fire-resistive separations, all basements, cellars, floors, closets, attics, and other similar places not open to continuous observation shall be kept free from combustible (i.e., readily ignitable and would burn freely) litter and rubbish at all times.
- c) Accumulation of flammable and combustible materials and residues do not contribute to a fire emergency.
- d) All combustible waste material and rubbish shall be stored in approved containers or shall be stored in a manner approved by the enforcing agency as being consistent with standard fire prevention practices until such waste material and rubbish is removed from the premises or otherwise disposed of in a proper manner.
 - i) Containers within or near a structure with a capacity exceeding 5.33 cubic feet (40 gallons, 0.15 m³) shall have a lid constructed of non-combustible material meeting the standard.
 - ii) Containers, dumpsters, within or near a structure with a capacity exceeding 1 cubic yard (200 gallons, 0.76 m³) shall not be stored in buildings or placed within 5 feet of combustible walls, openings, or combustible roof eave lines. Exceptions may be applicable if the area is equipped with an automatic sprinkler system or is specifically designed for waste collection and meets the standards. Contact EHS for review if you think your situation qualifies for an exception.
- 9) Approved self-closing metal containers or listed disposal containers by an approved testing or listing agency shall be provided and maintained in all rooms or locations where oily rags, oily waste, paint rags, or similar materials subject to spontaneous ignition are used, or are stored temporarily. Contents of such containers shall be removed and disposed of daily.
- 10) Ashes shall not be placed in, on, or near combustible material, but shall be placed in approved metal containers, until removed from the premises or otherwise properly disposed of.
- 11) Dry vegetation (i.e., weeds, grass, vines, or other growth that is capable of being ignited, would burn freely, and endanger property), must be cut down and removed to create a firebreak. A firebreak of at least 30 feet is required around any building or occupancies.

- 12) Except when permitted by the enforcing agency, boiler rooms, mechanical rooms, transformer and switchgear vaults and electrical panel rooms, shall not be used for storage.
- 13) Electric motors, filters on heating equipment, and grease hoods shall be checked periodically and kept clean and maintained in a safe operating condition.

Construction, alteration, or repairs

- 14) During the course of construction, alteration, or repairs, form and scrap lumber with protruding nails and all other debris shall be kept reasonably cleared from work areas, passageways, and stairs in and around buildings or other structures.
- 15) The ground area within 6 feet of a building under construction shall be reasonably free from irregularities wherever it is practicable to attain this condition by grading or similar methods, and open ditches shall be bridged to provide passageways at convenient places.
- 16) Material storage areas and walkways on the construction site shall be maintained reasonably free of dangerous depressions, obstructions, and debris.
- 17) Combustible debris accumulated within the building or structure shall be removed promptly during the course of construction. Safe means shall be provided to expedite such removal.
- 18) Flammable or hazardous wastes shall be placed in covered containers separate from the normal debris.
- 19) All waste shall be disposed of at intervals determined by the rate of accumulation and capacity of the job site container.
- 20) Waste, materials, or tools shall not be thrown from buildings or structures to areas where employee(s) may be located, unless the area where the material falls is guarded by fences, barricades, or other methods/means to prevent employee(s) from entering and being struck by falling objects. Signs shall be posted to warn employees of the hazard.

Reporting and resolving maintenance items

- 21) Upon the discovery of an issue which you believe requires maintenance or repairs:
 - a) Notify your supervisor of the issue if you need direction or confirmation.

- b) If it is an emergency situation, with an “immediate threat to life or health,” contact Structural Maintenance at 753-7013.
- c) If it is a non-emergency issue which internal maintenance staff can complete, complete a work order. Be specific in describing the problem, its exact location, and the impacts, if any, on staff or programs.
- d) Submit the work order to your supervisor for his/her signature.
- e) Make a copy of the work order or make a notation in a facility log or file so that you may reference the request in the future.
- f) Stabilize the situation as needed by barricading off the affected area, putting up a sign, removing and labeling a piece of equipment as “out of service- do not use,” or other appropriate action.
- g) To check on the status of a work order request, call 753-7013. Multiple forms submitted for the same request should be avoided to reduce duplicate computer input by maintenance. If written follow-up is desired, however, note on the correspondence that it is a secondary request for a previously submitted item.
- h) Should you feel that the time for response or resolve of the issue is too long, provide pertinent request and follow-up information to your Supervisor for further consideration or action.

References:

1. Qualified Person definition obtained from “Safety and Health Training and Instruction Requirements”. Retrieved September 11, 2012 from <http://www.dir.ca.gov>.

For any questions, please contact EHS at 415-831-2780.