

ENVIRONMENTAL HEALTH & SAFETY
THE UNIVERSITY OF TEXAS AT TYLER



GENERAL SAFETY AND
HOUSEKEEPING PROGRAM

2023

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Introduction:

The University of Texas at Tyler Environmental Health and Safety department has developed this General Safety and Housekeeping Program to ensure a safe work environment and to protect the health and safety of University Staff and any contractors or vendors working on University property. This program was written with guidance from OSHA guidelines, the University of Texas System Construction Safety Program, and on-site Job Hazards Analyses.

Purpose:

The purpose of the University's General Safety and Housekeeping Program herein referred to as the Plan is to ensure that University employees and students who perform work on UT Tyler campuses have the knowledge and tools to work safely. Effective housekeeping can eliminate workplace hazards and helps get the job done easily and properly. A good housekeeping program plans and manages the orderly storage and movement of materials from point of entry to exit.

Application:

This program applies to work performed by any UT Tyler employee, student, or contractor performing work.

Roles and Responsibilities:

Environmental Health & Safety (EHS) has overall responsibility for the program administration including the training, evaluation, inspections, and audits. EHS has the final authority over all safety issues and may halt operations or practices it considers an imminent danger at any time.

1. Environmental Health & Safety (EHS) will: conduct periodic audits of the workplace to ensure that this program is being effectively implemented
2. Project Managers (Supervisors) will: promote good housekeeping practices within their designated areas. Supervisors and other management are responsible for coordinating clean-up efforts when discrepancies arise within a shared space.
3. Employees, contractors, and students will: following the housekeeping procedures detailed in this program and exercising their due diligence to keep their work environment in a clean and orderly condition. Contractors are responsible for maintaining good housekeeping while on-site and leaving the facility in a clean, orderly manner upon the completion of their work.

Procedure:

FLOORS AND OTHER AREAS:

Clean up spills such as oil on floors immediately. Floors should be free of debris and accumulations of dust. Areas that cannot be cleaned continuously, such as entranceways, should have anti-slip flooring. Replace any worn, ripped, or damaged flooring that poses a tripping hazard. Any equipment or tools not in use should be removed from the work area. In the yard area, cut down and remove weeds and brush from around buildings. They can hide tripping hazards.

MAINTAIN LIGHT FIXTURES:

All buildings and yards should be adequately lighted. Dirty light fixtures reduce essential light levels. Light fixtures in storage areas containing combustible materials should be protected against breaking (i.e. explosion proof fixtures). Maintain lighting evenly; shadows mixed with light spots may cause trouble for people with weaker eyesight.

AISLES AND STAIRWAYS:

Aisles and stairways should be clearly marked and kept clear of objects that can cause trips and falls. Aisles should be wide enough to accommodate people comfortably and safely. Warning signs and mirrors can improve sight lines at blind corners. Properly arranged aisles encourage people to use them so that they do not take "shortcuts" or "bottleneck" storage. Stairways and aisles also require adequate lighting.

SPILL CONTROL:

The best way to control spills is to stop them before they happen. Regularly cleaning and maintaining machines and equipment is one way to do this. Another is to use drip pans and guards where possible spills might occur. When spills do occur, it is important to follow cleanup procedures as indicated on the Safety Data Sheet.

Spills must be cleaned up immediately. Absorbent material is useful for wiping up greasy, oily or other liquid spills. Used absorbents must be disposed of properly and safely. *Contact EHS immediately if a spill occurs.*

TOOLS AND EQUIPMENT:

Keeping tools neat and orderly can be very important to everyone's safety, whether in the tool room, on the rack, in the yard, or on the bench. Returning tools promptly after use reduces the chance of them being misplaced or lost. Workers should regularly inspect, clean, and repair all tools and take any damaged or worn tools out of service.

MAINTENANCE:

A good maintenance program provides for the inspection, maintenance, upkeep and repair of tools, equipment, machines, and processes. Maintenance involves keeping buildings, equipment, and machinery in safe efficient working order and in good repair. This includes maintaining sanitary facilities and regularly painting and cleaning walls, maintaining windows, damaged doors, defective plumbing, and broken floor surfaces.

WASTE DISPOSAL:

The regular collection, grading and sorting of scrap contributes to good housekeeping practices. Allowing materials to build up on the floor wastes time and energy since additional time is required for cleaning it up. Placing scrap containers near where the waste is produced encourages orderly waste disposal and makes collection easier. All waste receptacles should be clearly labeled (e.g., recyclable glass, plastic, metal, toxic and flammable etc.) All waste containers should be emptied regularly.

STORAGE:

Stored materials should allow at least one meter (or about 3 feet) of clear space under sprinkler heads. Stacking cartons and drums on a firm foundation and cross tying them, where necessary, reduces the chance of their movement. Stored materials should not obstruct aisles, stairs, exits, fire equipment, emergency eyewash fountains, emergency showers, or first aid stations. All storage areas should be clearly marked.

FIRE PREVENTION:

Flammable, combustible, toxic and other hazardous materials should be stored in approved containers in designated areas that are appropriate for the different hazards that they pose.

All combustible and flammable material must be present only in the quantities needed for the job and kept in safety cans during use. Oily or greasy rags should be placed in a metal container and disposed of regularly.

OTHER BEST PRACTICES INCLUDE:

Centralize storage locations of like-materials (seasonal equipment: salt, salt spreaders, shovels, snow blowers or cleaning equipment: disinfectants, vacuums, trash carts, etc.). Essentially, tools and equipment related to a specific routine job should be kept in/around the area of work.

Do not cram materials and/or equipment into small mechanical rooms/fan rooms/shared space. If there is not adequate room to walk around with the materials stored in the space, please make arrangements with your supervisor to store the materials elsewhere.

Avoid excessive accumulation of materials by keeping an inventory (amount of product and location of storage) for all tools, equipment, chemicals, furniture, etc.

When stacking/storing materials, ensure they are stacked in a safe and secure manner, while maintaining an 18-inch clearance below sprinkler heads.

Upon completion of a task, clean up debris and organize the workstation so that the next person can start with a clean work area. Clean any tools, machines, and equipment after each use

Good housekeeping makes it easier and safety to evacuate during an emergency. Exit routes are a continuous and unobstructed path of exit travel from any point within a workplace to a place of safety. No materials or equipment should be placed, permanently or temporarily, within the exit route, which should be at least 28 inches wide at all points.

Training:

All student, staff, or faculty who work on UT Tyler campuses must successfully complete training. Worker training is an essential part of any good housekeeping program. They should be reporting any unusual conditions or hazards as well as obeying posted warning signs.

Retraining:

When with Environmental Health and Safety, or the supervisor has reason to believe that any employee or student, who has already been trained, does not have the sufficient understanding and skills, retraining will occur.

Circumstances where retraining is required include, but are not limited to, situations where:

- An incident in the workplace has occurred that is associated with general safety or housekeeping.
- Changes in the workplace render previous training obsolete.

Annual Compliance Review:

The Safety Organization will review the program annually to determine how the program can be improved. EH&S will strive to keep all programs up to date, with accurate information that employees, and outside contractors can rely on.

Revisions

Date	Author/Reviewer	Description/Reason for Change
2/22/2022	T. Bay/P. Tate	New program
7/7/2023	T. Bay/K. Stapp	Review, update date, & formatting