

## **SANITATION (All Others)**

### **OBJECTIVES**

- Staff will learn regulatory requirements for workplace sanitation
- Upon completion, staff will inspect their workplace

The workplace environment is more than placement of furniture. The environment of a workplace includes issues such as cleanliness, order, and maintenance. Injuries most often happen because workplace housekeeping has become slack.

To make a workplace safer, the company has to acknowledge which potential health and safety hazards are present, determine where, what and how an employee is likely to get injured or ill and take necessary steps to eliminate the hazard.

### **HOUSEKEEPING**

- All places of employment should be kept clean to the extent that the nature of the work allows.
  - This does not mean that you can let things pile up because it's the nature of the process; you need to either change your process or clean up throughout the day.
- Floors should be maintained in a clean and dry condition.
  - Where wet processes are used, drainage should be maintained and false floors, platforms, mats or other dry standing surfaces provided.
  - Every floor in the workplace should be kept clean and free of debris, and should not be in disrepair.

### **WASTE DISPOSAL**

- Any receptacle used for refuse should be constructed so that it does not leak and may be thoroughly cleaned and maintained in a sanitary condition.
  - The receptacle should be equipped with a tight fitting cover, unless it can be maintained in a sanitary condition without a cover.

- All sweepings, solid or liquid wastes, refuse, and garbage should be removed as often as necessary or appropriate to maintain sanitary conditions in the workplace.

## **VERMIN CONTROL**

- Every enclosed workplace should be equipped and maintained to prevent the entrance or harborage of rodents, insects, and any other vermin.
  - A continuing extermination program needs to be instituted if the presence of vermin is detected.

## **WASHING FACILITIES/TOILET ROOMS**

- Washing facilities/toilet rooms shall be made available in places of employment.
  - These facilities should be maintained in a sanitary condition.
- Facilities should be provided with hot and cold running water.
- Hand soap or similar cleansing agents should be provided.

## **COMSUMPTION OF FOOD AND BEVERAGES**

- Employees should not be allowed to eat or drink in any area exposed to toxic materials.
- Receptacles properly constructed for the disposal of food shall be provided in area food is allowed.
  - They should be emptied at least once a day unless not used.
- No food should be allowed to be stored in toilet rooms or areas exposed to toxic materials.

## **POLICY**

*Discuss all company policies related to sanitation in the workplace.*

## **CLOSING**

- *Encourage discussion about the presentation and policies relating to sanitation.*
- *Upon completion, employees will inspect their work areas for compliance with sanitation practices.*