

WHS021 Housekeeping and Storage

Legal Application: Work Health and Safety (WHS) Act 2011 s.19 contains the primary duty of a 'person conducting a business or undertaking' (PCBU) to ensure so far as is reasonably practicable the health and safety of workers and others in the workplace, the provision and maintenance of a work environment and the safe use, handling, and storage of plant, structures and substances.

Reference Documents:

- Managing the Work Environment and Facilities – Code of Practice

Purpose

To ensure that the workplace is kept clean, hygienic and tidy, with clean air, floors and work surfaces and fire exits not blocked. This contributes to the prevention of illness and injury.

Scope

This procedure covers all general housekeeping and storage.

Responsibilities

Management has the responsibility to:

- ensure adequate storage areas are provided.
- ensure adequate materials and equipment are provided to enable the workplace to be kept clean.
- monitor standards of housekeeping and storage and take appropriate action where required.

Workers have the responsibility to:

- ensure that they store items in the correct manner.
- not leave items in corridors, stairways and in front of exits.
- not store items in unauthorized areas.
- keep items and equipment in a clean and tidy condition.
- clean up any spills or items dropped on the floor immediately.

Procedure

- Designated storage areas will be provided.
- Storage areas will be kept tidy and safe access maintained.
- Items will be not stored in unauthorized areas including:
 - Corridors
 - Stairs
 - Escape routes
 - Fire Exits or fire hoses/extinguishers
 - Plant rooms
 - In front of electrical switchboards
- Any trip hazards will be removed immediately.
- Spills/wet floors will be cleaned up immediately.
- All surfaces will be maintained in a clean condition.
- Rubbish and recycle bins will be kept in a designated area and emptied on a regular basis.
- There are no cardboard compactors
- Regular maintenance will be provided to ensure heating and ventilation systems are inspected and cleaned and filters changed as required.
- Smoking is only permitted in signed outdoor areas.