

	<h1>HOUSEKEEPING</h1>	Doc No:	5101 - 5001
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<i>SAFETY OPERATING PROCEDURE (SOP)</i>		Page 1 of 4	
OPR:	Approval:	DEPARTMENT: RISK MANAGEMENT	
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1.0 PURPOSE

- 1.1 To provide a clean and sanitary place of employment which is free from recognized hazards that could cause death or serious physical harm to employees, guests, or contractors performing work for Okaloosa County.

2.0 GENERAL

2.1 Inside Buildings, Facilities & Shops

- 2.1.1 The floor of every building, facility or shop will be maintained, so far as achievable, in a dry condition. When wet processes are used, drainage will be maintained and false floors, platforms, mats, or other dry standing places will be provided.
- 2.1.2 Where possible waterproof and slip resistant, footwear is to be worn by employees.
- 2.1.3 Every floor, workplace, and passageway will be kept free from protruding objects, storage of equipment, pallets of products, and uncovered openings in the floor. Parts and equipment will be placed in designated areas so that walkways are not blocked. Ice, grease, debris, and excessive water are to be kept clear from all walking surfaces.
- 2.1.4 All fire extinguishers, eye wash stations, and showers will not be blocked by any item which could prevent someone from obtaining it in an emergency.

2.2 Storage of Spare Parts, Salvage, Debris, Etc.

- 2.2.1 The Managers and Supervisors are to establish an area for spare parts, salvage material, debris, sand and gravel. Each site is to be neat and orderly and free from hazards to employees.

2.3 Building Roofs & Stacks

- 2.3.1 Roofs are to be maintained, clean, and free of material.
- 2.3.2 No material should be stored on or close to roof vents or stacks.

2.4 Facility Ground Areas

- 2.4.1 Roads are to be kept clean and void of obstacles. Maintained in good repair and clearly marked. There should be no roadway debris.

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2.4.2 Sand & Gravel Piles: Employees will refrain from climbing on sand or gravel piles. Possible burial could result.

2.4.3 County Vehicle Parking Areas: Parking areas are to be kept free from loose lumber, trash, large stones or bricks, vehicle parts, excessive vehicle fluid spills. Fluid spills are to be cleaned up using absorbent material and disposed of properly.

2.4.4 Walkways: Should be in good repair, clean, and free of obstacles.

2.4.5 Grounds: Are to be free of holes and debris. Proper drainage that doesn't cross walkways should be provided. When applicable ice is to be removed promptly to eliminate interruptions of safe and orderly passage for equipment and pedestrians.

2.4.6 Illumination -All walkways and work areas are to be free of obstacles and have adequate lighting during the evening hours.

2.5 Work Sites

2.5.1 All work sites must be maintained in a neat and orderly fashion.

2.5.2 Unnecessary tools and equipment will be picked up and stored when not in use.

2.5.3 Work sites will be barricaded off when necessary to prevent citizens from entering congested work areas.

3.0 CONTRACTORS

3.1 Contractors will be required to maintain housekeeping standards consistent with our housekeeping policy. It is the responsibility of the Director and/or Division Manager, and Supervisors to communicate this policy and assure compliance. Construction job sites will be assessed daily for the purposes of assuring compliance with this policy.

3.2 Asbestos contractors shall be pre-screened and approved by all Okaloosa County BOCC departments responsible for contracting the work. Contractors performing asbestos work shall comply with the requirements of this standard and all applicable OSHA and EPA regulatory requirements.

3.3 Contractors shall provide general awareness training for their employees, so they are able to identify materials that may contain asbestos and what to do should that occur.

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4.0 TRAINING

4.1 Training will be provided to all County employees according to their job tasks and department.

5.0 RECORD KEEPING

5.1 Training records shall be maintained at the department in which the employee is working and a copy of the training certificate will be sent to Human Resources for their permanent file.

6.0 ABBREVIATIONS

ABBREVIATION	DESCRIPTION
OSHA	Occupational Safety & Health Administration
EPA	Environmental Protection Agency

7.0 DOCUMENT HISTORY

DATE	TYPE	DESCRIPTION OF CHANGE
19 Jun 2023	Initial	New Document
	Revision 1	

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