

This is an extract from IOGP Report 577 - Fabrication site construction safety recommended practice - Hazardous activities, version 1.2 published November 2018. IOGP Reports are subject to regular review and update. In all cases only the current version of Report 577 is authentic.

6. Housekeeping

Good housekeeping directly prevents incidents such as slips, trips and falls and dropped objects. Good housekeeping is also a good indicator of a well-run and disciplined site that has pride in its work and site.

- 1) Site management provide resources to support effective housekeeping, including:
 - a plan for the segregation and disposal of scrap, waste and surplus materials
 - a plan for storage of material and supplies that considers the flow of personnel, equipment, materials, fire hazards, and clear routes for evacuation, firefighting and rescue.
 - hardware such as trash chutes, bins, trash cans, hose manifolds, hanging trees for hoses and cables, etc.
 - arrangements for removing debris at a frequency that keeps the worksite orderly
 - equipment such as cranes, tractors, and trucks to support logistical movements of accumulated trash containers
 - personnel to support housekeeping logistics.
- 2) Site management sets expectations for the following;
 - that stairways, passageways, ladders, scaffold and gangways are free of material, supplies and obstructions
 - that lay-down areas and trash segregation areas allow good housekeeping practices
 - that cords, cables and hoses are protected from damage and kept out of walkways and working surfaces and where possible elevated on designated hangers to eliminate tripping hazards
 - that flammable materials are segregated when stored and used to minimize fire hazards.
 - that material is kept from being placed in locations where it would be a dropped object hazard.
- 3) Site management communicates and frequently reinforces expectations for housekeeping.
- 4) Regular walkthroughs and inspections by site management are used to systematically monitor housekeeping.
- 5) Individuals perform housekeeping in their work areas as needed throughout their shift, but at minimum at the end of each shift.
- 6) Supervisors verify that their work teams perform housekeeping in alignment with expectations.