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## 1 Purpose

Attention to general cleanliness, storage and housekeeping can prevent numerous accidents. Good housekeeping efforts are a part of the company fire prevention and incident prevention program. This standard outlines Silver Eagle Distributors Houston, LLC (Silver Eagle Houston) requirements for housekeeping and material storage.

## 2 Roles and Responsibilities

### 2.1 Managers, Supervisors and HSE

Managers, supervisors, and safety personnel will be responsible for monitoring housekeeping as part of their facility safety inspection procedures, noting any hazards or areas of non-compliance, initiating clean-up procedures and providing follow-up. Managers and supervisors will ensure all employees reporting to them comply with the requirements of this standard.

Management is also responsible for ensuring that all material storage and racking systems are in safe working order.

### 2.2 Employees

Employees are expected to maintain a neat and sanitary work environment, to use storage and racking systems as intended and within their design limitations, and to immediately report any damage to their supervisor.

## 3 Requirements

### 3.1 Smoking and Vaping

Smoking and vaping at all Silver Eagle Houston locations shall be limited to designated outdoor smoking areas. Smoking and vaping are strictly prohibited within fifty (50) feet of:

- Material storage,
- Refueling areas, or
- Areas designated for fuel storage.


Smoking and vaping are prohibited in Silver Eagle Houston vehicles.

To prevent fires and keep the grounds neat and orderly, all cigarette/cigar ashes and butts are to be disposed of in the provided receptacles only.

### 3.2 Hazards

Improper housekeeping and material storage can create or hide numerous hazards, such as:

- Slip & trip hazards,
- Chemical exposure,
- Contact with sharp objects,
- Fire & Explosion hazards, and
- Over loading of storage racks, shelves and bins.

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### 3.3 General Requirements

- 3.3.1 All aisles, doors, emergency exits, stairways, fire sprinkler risers and extinguishers will be kept clear (3 ft. minimum on either side) of material storage (temporary and permanent) at all times.
- 3.3.2 Storage areas will be kept in an orderly condition at all times. When inventory is received, the supplies will be stored properly.
- 3.3.3 Spills will be cleaned-up immediately and waste disposed of properly.
- 3.3.4 Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired or replaced immediately.
- 3.3.5 All refuse and waste materials will be placed in the recognized waste containers for disposal.

### 3.4 Offices


Office areas are to be kept neat and orderly. The following general rules apply to prevent injuries and maintain a professional appearance.

- All waste receptacles will be lined with a plastic trash bag to avoid direct contact while handling. Custodial Employees will use rubber gloves and compaction bar when handling wastes.
- Keep file and desk drawers closed when not attended to avoid injuries. Open only one drawer at a time to prevent tipping of file cabinets. Use care when opening and closing drawers to avoid pinching fingers.
- Keep individual heaters at work areas clear of combustible materials such as drapes or waste from wastebaskets. Newer heaters, which are equipped with tip-over switches, should be used.
- At the end of the business day, turn off all office equipment (area heaters, lamps, coffee maker, PCs, etc.) and lights to save energy and prevent fires. All space heaters must be unplugged at the end of the day to assure they have been turned-off.

### 3.5 Operations Areas

Operations areas will be kept neat and orderly, during operations and as follows:

- Eye wash stations must be kept clear (a minimum of three feet in front of and to either side) and should be checked regularly to ensure that they work properly.
- Spills will be cleaned up immediately.
- Any leaks from equipment or storage material or any spills involving hazardous materials must be reported to supervision and maintenance for immediate repair and clean-up.
- Employees must keep aisles and work floors clear of excessive debris and waste materials during shift operation, between breaks and at shift change when necessary or directed by supervision. Report slippery floors to supervisors for immediate clean-up.
- Use of gas-fueled heaters should be avoided. Approved gas fueled heaters should be vented and equipped with emergency shutoff devices.

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### 3.6 Rest Rooms, Locker Rooms, Fitness Areas and Break Rooms

Rest rooms, locker rooms, fitness areas and break rooms are provided as a convenience for all employees. The following rules will apply:

- Employees are expected to clean-up after themselves as a common courtesy to fellow employees.
- Flammable materials (fireworks, explosives, gasoline, etc.) may not be stored in lockers or brought on company property.
- Personal food items will not be stored in locker areas overnight.
- All waste receptacles will be lined with a plastic trash bag to avoid direct contact while handling and Custodial Employees will use rubber gloves and compaction bar when handling wastes.
- Do not store cleaning supplies with edible items or dishes on kitchen shelves.

### 3.7 Grounds

The grounds surrounding Silver Eagle Houston facilities are an extension of the workplace. The following general rules will apply:

- All trash will be discarded only in the waste containers provided.
- Park only in the designated assigned area.

### 3.8 Material Storage and Racking

- Materials may not be stored any closer than eighteen (18) inches to walls or sprinkler heads. A minimum of three (3) feet side clearance will be maintained around doorways and emergency exits. Passageways and aisle will be properly marked and a minimum of six feet in width. Materials, mobile equipment, etc., may not be stored in aisles or passageways.
- Aisles and passageways will be kept clear of debris. All spills of materials will be immediately cleaned-up by the person responsible.
- Damaged or unstable pallets will be removed from service.
- All racks will have maximum load capacity displayed. The weight of stored material will not exceed the rated load capacity.
- Material will be placed on racks or otherwise secured in a manner such that they do not present a risk of falling or collapse.
- Racks will be securely anchored to the floor, properly aligned, plumb, and level, per manufacturer's instructions.
- Racks will be visually inspected at least monthly to identify potentially unsafe conditions, including:
  - Racks are not plumb and level,
  - Rust or corrosion of any metal component,
  - Overloaded racks,
  - Bent or damaged uprights,



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- Dented, bent, twisted or damaged beams,
- Excessive beam deflection (no bow more than 1/180th of the total length of the beam),
- Beams insufficiently attached to uprights,
- Missing or damaged clips, bolts, safety pins, or beam attachment pins, and
- Missing or damaged floor anchor bolts.
- Racks will be formally inspected by a third party on an annual basis to ensure their ongoing structural integrity.

3.9 Flammable Storage

- All flammables will be stored in OSHA-approved flammable storage cabinets or stored outside (at least 50 feet from any structure)
- Fuels, solvents and other flammables (not stored in original shipping containers) will be stored in OSHA-approved, self-closing containers with flame arresters. Flammables may not be stored in open containers (open parts baths, etc.).
- Flammable storage areas will be kept dry and well ventilated. No storage of combustible materials, open flames or exposed electrical components are permitted in the flammable storage area.
- Flammable or combustible materials may not be stored in electrical rooms. Electrical rooms must be kept clean and dry at all times.

3.10 Customer Locations

When performing services at customer locations, employees are expected to clean up their spills and debris as if they were at a Silver Eagle Houston facility. Any noted housekeeping or storage hazards will be reported to a representative of the customer promptly.

**4 References**

OSHA 29 CFR 1910.176(b)

OSHA 29 CFR 1910.159

**5 Document Revision Register**

Revision #	Section #	Date	Revision Description
0		01/01/2020	Initial Issue