

# National Manual for Assets and Facilities Management Volume 10, Chapter 3

## Housekeeping Requirements Procedure

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## Housekeeping Requirements Procedure

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# Housekeeping Requirements Procedure

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# Housekeeping Requirements Procedure

## 1.0 PURPOSE

The purpose of this Housekeeping requirements procedure is to outline requirements and the necessary practices to keep Facilities Operations and Maintenance (O&M) activities within the assets managed and controlled from a housekeeping perspective.

## 2.0 SCOPE

The scope of this procedure applies to all O&M works performed under the Mashroat Organization throughout the Kingdom of Saudi Arabia with respect to Housekeeping activities associated with Operations and Maintenance activities. Housekeeping is the responsibility of all Facility maintenance personnel, and line management commitment will be demonstrated by the continued efforts of supervising staff towards this activity.

## 3.0 DEFINITIONS

Definitions	Description
Hazardous Waste	Hazardous waste is a type of waste [defined as substances which have been discarded or neglected and which cannot be put to good or beneficial direct use] with characteristics that render them hazardous to health and to the environment. They can be toxic, highly reactive, flammable, explosive, corrosive, infectious or radioactive in nature. (Note: definition as per Royal Decree No. 7/M/8903 dated 21 Rabi' II 1401 H (25 February 1981), General Environmental Rules and Regulations, Environmental Protection Standards)
Housekeeping	The act of keeping the working environment clear of all unnecessary waste and debris to ensure a first-line of defense against accidents, injuries, fire, and environmental pollution
JHA	Job Hazard Analysis
Non-Hazardous Waste	Materials [defined as substances which have been discarded or neglected and which cannot be put to good or beneficial direct use], which do not pose any danger to the environment or public health if its disposal is effected in a safe and scientific way.
O&M	Operations and Maintenance
OSHA	Occupational Safety and Health Administration
PME	Presidency of Meteorology and Environment
Receptacle	A portable device, in which a material is stored, transported, disposed of, or otherwise handled.
SDS	Safety Data Sheet.

## 4.0 REFERENCES

- OSHA 1910 subpart J Housekeeping
- EOM-KSS-PR-000022 Hazard Communication Procedure.
- EOM-KSE-PR-000002 Waste Management Procedure.
- EOM-KSE-PR-000001 Pollution Prevention

## 5.0 RESPONSIBILITIES

### 5.1 Facility Manager or Contractor Responsible.

The Facility Manager is responsible for monitoring that the Facility complies with applicable Health, Safety, Environment HSE requirements by:

- Providing the resources to implement the requirements of this procedure.
- Communicating with management concerning Facility HSE expectations concerning Housekeeping.



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- Providing leadership regarding HSE requirements and expectations for Managers, Supervisors, Superintendents and other leadership.
- Assuming responsibility for this procedure and for supporting this process and verifying all Facilities actively participate.
- Providing the personnel, facilities, and other resources necessary to effectively accomplish this procedure.

### 5.2 HSE Responsible

- Auditing this procedure.
- Ensuring that this procedure meets the government requirements and regulations in the location of the Facility.
- Ensuring this Procedure is applied at the Facility.

### 5.3 Facility and Contractor Responsible Personnel

Facility personnel's responsibilities include the following:

- Knowing and understanding the Environmental Safety and Health requirements of this Procedure that apply to the work they perform.
- Requesting additional information and further clarification before starting work if personnel receive assignments they do not understand.
- Complying and abiding by this Procedure for any work they perform.

## 6.0 PROCESS

### 6.1 General

The accumulation of waste on facilities and workplaces shall be prohibited. Slips, trips and fall incidents are often a direct result of poor housekeeping. To ensure housekeeping is considered as an integral part of the work process, housekeeping is to be discussed at the Pre-Job Safety Briefings.

Consideration shall also be given to the potential to generate bulk combustible materials and prevention of fires at the Facility. Adequate time and resources shall be assigned to ensure that good housekeeping is maintained. This may be carried out by the workers in the particular office, workshop or Facility, by a cleaning contractor, or at the discretion of the management.

Any instances of poor housekeeping resulting in the creation of a tripping, slipping, fire hazard or loss shall be corrected immediately. As part of the job-planning phase, ensure that adequate space is provided for new materials, plant and equipment, recovered and redundant material where possible interference between redundant material and new incoming materials.

The responsible Facility management shall be accountable for cleaning of their Facility including but not limited to collection, storage and disposal of hazardous and non-hazardous waste from their Facilities in accordance with EOM-KSE-PR-000002 Waste Management Procedure, manufacturer guidelines and the governing Saudi local municipality and PME laws and regulations.

Facility supervision shall ensure that debris and waste is adequately collected and properly disposed of daily. A suitable number of waste receptacles shall be provided in a way that does not allow such receptacles to overflow; waste must be segregated in accordance with the governing waste management requirements.

Offices shall be cleaned and regularly maintained. Laboratories and workshops shall be maintained clear of debris, waste and other rubbish.

Where the Facility under maintenance is nearing completion of the maintenance activities, ALL combustible and flammable waste shall be removed from the Facility as it is generated and before the end of every shift.



### 6.2 Access & Egress Routes

All emergency exits and access passageways, fire doors, break-glass alarm points, firefighting equipment, first aid stations, and other emergency stations shall be kept clean, and unobstructed. The following shall be considered:

- Pedestrian access routes must always be clear of material, debris, waste, equipment or any similar obstruction.
- Access routes must always be defined and kept free of waste.
- Indoor corridors and floors must always be maintained clean and dry.

### 6.3 Material, Tools and Equipment Management

All workplaces are to be maintained and clear of debris waste and other rubbish. All of which shall be disposed of in segregated containers for disposal. The following general requirements shall be followed:

- Materials shall be stored and stacked neatly to prevent material sliding, falling or collapsing.
- All pallets are stored on level ground no more than 6 feet high.
- Structural and large maintenance materials shall be laid out on sleepers within a designated Lay down Area away from pedestrian and vehicle routes;
- All material packaging shall be kept to a minimum and removed to the designated waste storage area;
- Where surplus materials are being removed from an elevated maintenance work location, ensure the immediate area beneath the load is cordoned-off and barriers posted along with suitable warning notices/signs.
- Ensure that tools, equipment and materials at the Facility are kept to a minimum commensurate with efficient working practice.
- Tools and equipment should be removed as soon as possible to maintain the workplace in a clean and tidy condition.

### 6.4 Spills Control and Clean-up

- Immediately clean up any spillage, such as oil or grease. These may be cleared by absorption using inert sand or other suitable materials.
- Toxic, corrosive or other hazardous liquids shall be cleaned up in accordance with manufacturer instructions or safety data sheet (SDS).
- All material used to mop up spills shall be disposed of as per Waste Management Procedure.

### 6.5 Electrical Cords/Cables Management

Proper management and control of trailing electrical cables/cords used for maintenance is an essential element of a housekeeping program. All cables are controlled and systems developed to either provide protective covers or suspend cable above head height away from moving or projecting equipment. Walkways/stairways are kept clear of temporary electrical installations and hoses.

### 6.6 Woodworking operations

Woodworking activities are a major contributing practice to poor housekeeping. Timbers and wood materials are often stacked inappropriately, especially once removed from the temporary structure and often consist of numerous protruding nails.

Ensure all nails are removed prior to storing and stacking the materials neatly for re-use or disposal. Work area(s) shall be controlled to prevent unauthorized access.



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Part of the particular JHA is to identify the need to use a dust extraction equipment, such equipment is ideal to reduce health problems, time for cleaning, slips and trips hazards caused by settled dust.

### 6.7 Waste Management

Waste management shall be controlled as per Waste Management Procedure EOM-KSE-PR-000002 are required to be maintained and kept in a manner that will not pose a threat to the environment. Refer to the below for guidelines:

- Personnel housekeeping responsibilities for controlling the waste storage areas shall be clearly communicated and identified.

### 6.8 Health, Hygiene and Environmental Considerations

High standards of waste management are to be enforced throughout all Facilities. Where eating at the Facility has been approved; control of food wastes is essential to prevent infestation of vermin and rodents. A continuing and effective extermination program shall be established where vermin and rodents are detected.

Suitable covered receptacles must be provided for all food wastes; receptacles must be provided with suitable disposable plastic trash bag and must be emptied on a daily basis. It is strictly prohibited to dump hazardous waste (chemicals, paints, thinners etc.) directly into soil, waterways and sewer lines. The burning of waste on any Facility is strictly prohibited. The frequency and methods of sweepings, waste, and refuse, disposal will be performed in such a manner that avoid creating a risk to health and ensure the workplace is kept in a clean condition. For more information on waste management please refer to EOM-KSE-PR-000002 Waste Management Procedure.

### 6.9 Flammable Materials

Materials with a combustible composition shall be stored in a closed waste container and appropriate fire prevention arrangements (fire extinguishers, sand and water buckets, and shovel) shall be stored adjacent to the waste container. Suitable signs shall also be posted identifying awareness to potential fire risks. Refer to EOM-KSE-PR-000001 Pollution Prevention procedure for further information on flammable material storage and control.

### 6.10 Training and Information

All personnel shall be made aware of this Procedure and be trained on the general and specific housekeeping requirements and environmental considerations contained herein during the New Hire Orientation, as well as through periodic training (Toolbox Talks, Safety Meetings, etc.).

Supervisors and leadership shall ensure that time is allocated for housekeeping, use methods to engage employees in good housekeeping practices, and utilize effective communication tools to cascade messages to employees.

Personnel with assigned responsibilities for handling wastes while on the Facility and for packaging wastes for transport and disposal off the Facility must receive additional training. Training for such personnel should be provided in accordance with the governing regulatory requirements and include all safety and health requirements in the EOM-KSS-PR-000022 Hazard Communication Procedure.

Additional training will also be provided to personnel with emergency coordination responsibilities.