

HOUSEKEEPING POLICY

1. PURPOSE

- 1.1 Human Resources Focus ('HR Focus') aims to ensure that good housekeeping practices are adopted by all workplace participants to reduce the likelihood of incidents and injuries at the workplace.

2. COMMENCEMENT OF POLICY

- 2.1 This Policy will commence from 6/1/2020. It replaces all other Housekeeping Policies of HR Focus (whether written or not).

3. APPLICATION OF POLICY

- 3.1 This Policy applies to employees, agents and contractors (including temporary contractors) of HR Focus], collectively referred to in this policy as 'workplace participants'. This policy does not form part of an employee's contract of employment. Nor does it form part of any other workplace participant's contract for service.

4. POLICY

- 4.1 All workplace participants are responsible for enforcing good housekeeping practices as it is recognised that poor housekeeping creates hazards which can lead to injuries in the workplace.
- 4.2 Good housekeeping practices include the following, but are not limited to:
- (a) Work spaces, storage and amenities will be kept and maintained in a clean and hygienic manner at all times.
 - (b) Appropriate waste disposal facilities will be provided and used.
 - (c) Oils, greases, flammable or chemical spills must be cleaned up immediately and disposed of correctly.
 - (d) Portable equipment is to be returned to appropriate storage facilities after use.
 - (e) Adequate working space for the work activity being performed is to be maintained at all times.
 - (f) Work areas including doors, stairwells, aisles and other means of egress are to be kept clear and unobstructed at all times.
 - (g) Electrical cords, hoses and pipes are not to be placed in areas where they may be subjected to damage or cause a trip hazard.
 - (h) Personal protective equipment shall be maintained in good working order. When not in use, personal protective equipment is to be stored in a clean and hygienic manner.

- (i) All rubbish will be cleared away as soon as possible and placed in correct bins.
 - (j) Material stored in open areas shall be stored in a tidy manner and in appropriate containers.
 - (k) Vehicles shall be parked only in authorised parking places.
 - (l) Aisles, walkways, corridors, staircases, doorways, entrance halls, foyers and exits shall be unobstructed, free from tripping (hoses, cables etc) and slipping hazards and the accumulation of combustible materials.
 - (m) Safety signs, fire extinguishers/hoses and emergency exits must not be obstructed.
 - (n) Compressed air and fire hoses must not be used for any housekeeping activity or for dusting down clothing.
- 4.3 Housekeeping should be performed daily by all workplace participants as part of normal work practices or at the end of each work shift, where applicable.

5. BREACH OF THIS POLICY

- 5.1 Any breaches of this Policy may result in disciplinary action (up to and including termination of employment or services) being taken against a workplace participant.

Variations

HR Focus reserves the right to vary, replace or terminate this Policy from time to time.