1.0 Policy
Work sites shall be maintained in a clean, safe and orderly condition.

2.0 Purpose
The purpose is to define good housekeeping and sanitation procedures.

3.0 Scope
Applies to all Sunbelt Controls work sites.

4.0 Definitions
Potable Water – Water that meets the quality standards prescribed in the U.S. Public Health Service Drinking Water Standards, published in OSHA 42 CFR part 72, or water which is approved for drinking purposes by the State or local authority having jurisdiction.

Lavatory – a basin or similar vessel used exclusively for washing of the hands, arms, faces, and head.

Number of Employees – unless otherwise specified, the maximum number of employees present at any one time on a regular shift.

5.0 Requirements

5.1 General Housekeeping
All work sites, vehicles, fabrication facilities (shops), warehouses, material lay down areas, offices and parking lot areas shall be kept in a clean and orderly condition.

All tools (construction, service and emergency equipment) shall be kept clean and well maintained.

Walkways, stairways and roadways shall be kept clear to allow the safe movement of persons, material and equipment.

Arrangements shall be made for adequate trash collection receptacles and the emptying of such receptacles on a regular schedule.

Electrical cords, hoses, ropes, conduit, pipe and other hazards shall not be placed in walkways, stairways and work areas in such a manner as to create a tripping hazard. Examples of acceptable methods for avoiding a tripping hazard include: taping the items down, running the items along the area edge or barricading the area.

Scrap materials shall be stacked or stored for disposal or recycling in a neat and orderly manner so as not to interfere with job processes or create hazards.

Employees shall keep their work areas in a clean and orderly manner. Inspections of overall or general work areas shall be conducted on a regular basis, preferably daily with the results reported to project management and the Safety Manager on a weekly basis as a minimum.

Emergency exits and evacuation routes shall be clearly marked and kept clear at all times.

5.2 Potable Water

An adequate supply of potable water shall be provided at all work sites.

The potable water system of clients shall not be utilized without authorization.

5.3 Water Containers and Drinking Cups

Portable potable water containers used to dispense drinking water shall be capable of being tightly closed, and equipped with a tap. Water shall not be dipped from containers.

Any container used to distribute drinking water shall be clearly marked as to the nature of its contents and not used for any other purpose. The lid of the container shall be sealed and have dated indicating when it was filled with water.

Water containers shall be cleaned periodically with an antiseptic cleaning solution.

The 'common drinking cup' is prohibited.

Where single service cups (to be used but once) are supplied, both a sanitary container for the unused cups and a receptacle for disposing of the used cups shall be provided.

5.4 Non-potable Water

Non-potable water outlets (such as water for industrial or firefighting purposes only) shall be identified with signs to indicate clearly that the water is unsafe for drinking, washing, or cooking purposes.

There shall be no cross-connection, open or potential, between a system furnishing potable water and a system furnishing non-potable water.

Non-potable water systems of clients shall not be utilized without authorization.

5.5 Toilets at Temporary Worksites

Toilet facilities of clients shall not be utilized without authorization.

The requirements of this section do not apply to mobile work crews who have transportation to nearby toilet facilities.

The minimum numbers of toilets that shall be provided for employees on temporary work sites are listed in the following table:

5.6 Number of Employees Minimum Number of Facilities

20 or less	1
20 or more	1 toilet seat and 1 urinal per 40 workers
200 or more	1 toilet seat and 1 urinal per 50 workers

Under temporary field conditions, provisions shall be made to assure not less than one toilet facility is available.

Work sites, not provided with a sanitary sewer, shall be provided with one of the following toilet facilities unless prohibited by local codes:

- Privies (where employee use will not contaminate ground or surface water)

- Chemical toilets
- Re-circulating toilets
- Combustion toilets

Toilet facilities shall be lockable, located centrally (as practical) to the work crew or crews.

Toilet facilities shall be maintained in a sanitary condition and cleaned on a systematic basis.

5.7 Washing Facilities

Washing facilities shall be maintained in a sanitary condition.

The washing facilities of clients shall not be utilized without permission.

Washing facilities shall be provided for employees engaged in the application of paints, coating, herbicides, or insecticides, or in other operations where contaminants may be harmful to the employees. Such facilities shall be in near proximity to the work site and shall be so equipped as to enable employees to remove such substances.

5.8 Lavatories

The requirements of this subdivision do not apply to mobile crews or to normally unattended work sites if employees working at these locations have transportation readily available to nearby washing facilities that meet the other requirements of this section.

Lavatories shall be made available in all places of employment.

Each lavatory shall be provided with hot and cold running water, or tepid running water.

Hand soap or similar cleansing agents shall be provided.

Individual hand towels or sections thereof, of cloth or paper, warm air blowers or clean individual sections of continuous cloth toweling, convenient to the lavatories, shall be provided.

5.9 Showers

Whenever showers are required by a particular standard, the showers shall be provided as defined in this section.

One shower shall be provided for each ten (10) employees of each sex, or numerical fraction thereof, who are required to shower during the same shift.

Body soap or other appropriate cleansing agents convenient to the showers shall be provided.

Showers shall be provided with hot and cold water feeding a common discharge line.

Employees who use showers shall be provided with individual clean towels.

5.10 Food Handling

Persons who perform food-handling services shall maintain their hands in a sanitary condition, and wear food handling hand protection, aprons, and hair restraints.

Food service facilities and operations shall meet the applicable laws, ordinances, and regulations of the jurisdictions in which they are located.

All employee food service facilities and operations shall be carried out in accordance with sound hygienic principles. In all places of employment where all or part of the food service is provided, the food dispensed shall be wholesome, free from spoilage, and shall be processed, prepared, handled, and stored in such a manner as to be protected against contamination.

5.11 Eating and Drinking Areas

Employees shall not be allowed to consume food or beverages in a toilet room nor in any area exposed to a toxic material.

Eating areas shall be designated and kept in a sanitary condition. On work sites, provisions shall be made to properly dispose of food scraps and trash.

Employees shall not be permitted to eat in areas where food may become contaminated or food may contaminate an environment (e.g. a clean room).

5.12 Vermin Control

Every enclosed workplace shall be so constructed, equipped, and maintained, so far as reasonably practicable, as to prevent the entrance or harborage of rodents, insects, and other vermin. A continuing and effective extermination program shall be instituted where their presence is detected.

5.13 Change Rooms

Whenever employees are required to wear protective clothing because of the possibility of contamination with toxic materials, change rooms equipped with storage facilities for street clothes and separate storage facilities for the protective clothing shall be provided.

5.14 Temporary Sleeping Quarters

When temporary sleeping quarters are provided, they shall be heated, ventilated, and lighted.

Temporary sleeping facilities shall be managed and operated in accordance with applicable laws and regulations.

6.0 References

OSHA 29 CFR 1910 Subparts E, J, N
OSHA 29 CFR 1926 Subparts C, D