



FFPO Procedure Blue Sheet Form

A. Procedure Title (list manual, procedure series, or specific procedure #)

SPR Accident Prevention Manual
Section 22 General Housekeeping

B. Procedure Name/series type (i.e., operations, maintenance, etc.) E S & H

C. Check (✓) one of the following:

1. Procedure(s) accepted “as is” with terminology replaced as denoted in the Site Procedures Approved Terminology Replacement List for the FFPO SPR M&O contract.

2. In addition to the changes in approved terminology for the FFPO SPR M&O contract, improvements to the procedure are warranted:

Category 1 Finding (Resolution prior to contract start)

Category 2 Finding (Resolution within 90 days of contract start)

Category 3 Finding (Resolution to the Issues Management program)

D. Comments/Notes:

E. Forward a copy of this form to the FFPO Director, Business Management for revision tracking.

Signed

FFPO Reviewer Signature

02/26/14

Date

Steve Mahan

FFPO Reviewer Print Name



Site Procedures Approved Terminology Replacement List

Approved Terminology Replacements	
Terminology to be Replaced	Substituted Verbiage
AGSC	M&O Contractor or MOC
Boeing	M&O Contractor or MOC
Construction Management Services or CMS contractor	M&O Contractor or MOC
DynMcDermott or DM or Company	M&O Contractor or MOC
DM Contract No.	M&O Contract
Organizational Changes	
William Gibson or "Hoot"	DOE Project Manager or DOE PM
Robert (Bob) McGough or DM Project Manager or CEO	MOC Project Manager or MOC PM
Randy Sutton (Acting) or DM General Counsel	MOC General Counsel or MOC GC
Scott Landry or DM APM, O&M and COO	MOC APM, O&M
APM, Cavern Integrity	Senior Director, Cavern Integrity
Colleen Yates or DM APM, Business Operations and CFO	MOC APM, Business Operations and CFO
APM, Security and Emergency Preparedness or Director, Security and Emergency Preparedness Division	Senior Director, Security & Emergency Preparedness
Henry Schmidt, Jordan Jones, or Duane Johnson	Senior Director, Security & Emergency Preparedness
Leslie Williams or APM, Data Systems or Data Systems Director	Senior Director, Data Systems
William Bozzo or DM APM, ES&H	MOC APM, ES&H
Walt Newcomb or DM Director, Energy & Sustainability	Director, Environmental
J.P. Martinez or DM APM, Engineering	MOC APM, Engineering

ACRONYMS

AGSC	ASRC Gulf States Constructors
APM	Assistant Project Manager
ASRC	Arctic Slope Regional Corporation
CAS	Contractor Assurance System
CFO	Chief Financial Officer
COO	Chief Operating Officer
ES&H	Environment, Safety, and Health
GC	General Counsel
M&O	Management and Operating
MOC	Management and Operating Contractor
O&M	Operations and Maintenance
PM	Project Manager

22. GENERAL HOUSEKEEPING

Table of Contents

22.1. INTRODUCTION	1
22.2. PROCEDURE	1
22.2.1. General	1
22.2.2. Housekeeping Inspections.....	2
22.3. TABLES: GENERAL HOUSEKEEPING	2

22.1. INTRODUCTION

This section is designed to establish the requirements and responsibilities for routine housekeeping to ensure that work areas are maintained in a clean and acceptable manner.

Doing so can prevent unnecessary injuries, illness, or fatalities that may be caused by deficiencies in the workplace. Additional information about this subject can be located in OSHA Standards 29 CFR 1910.22 and 1926.25.

22.2. PROCEDURE

DM strives to provide a safe and healthy environment for its employees. Good housekeeping is a major factor in minimizing occupational injuries and illnesses. The guidelines outlined in this document represent basic acceptable housekeeping practices for the company. All employees are encouraged to follow the procedures outlined in this document and to contribute to a safe, clean, and orderly environment.

22.2.1. General

- a. All personnel will work towards maintaining their respective workplaces in a clean and orderly manner.
- b. Housekeeping encompasses all activities related to the cleanliness of company facilities, materials, and equipment, as well as the elimination of nonessential materials and hazardous conditions.
- c. The following general housekeeping practices must be applied to all areas within the company facilities and all areas where employees perform maintenance, construction, or other activities.
 1. Garbage, scrap, debris, and other trash materials are to be properly disposed of in designated containers and removed on frequent and regular intervals.
 2. Material and equipment will be stored only in appropriate storage locations.
 3. Floors should be maintained clean and as dry as reasonably practicable. Liquid spills are to be cleaned up immediately whenever possible.
 4. Equipment is to be kept clean and in good working condition.
 5. Individual work areas are to be kept clean to insure that work activities may proceed in an orderly and efficient manner.
 6. Tools, supplies, parts, and equipment will not be used in a manner that would be hazardous or would adversely affect the work quality. Control should be used to ensure that the work area is maintained in an acceptable manner.
 7. Trenches, pits, or sumps are to be covered or barricaded at all times.

8. Welding splatter and slag shall be contained with the use of high temperature protective screens or shields. Welding splatter or slag should be cleaned up before leaving the work site for an extended period of time. The entire work site must be cleaned at the end of each work shift.
9. Compressed air shall not exceed 30 psi when used for cleaning purposes. Eye protection is required during these cleaning operations. **The use of compressed air for cleaning an employee's body or clothing is prohibited.**
10. Shelved items must be placed in an orderly manner and arranged so that the items cannot easily fall while nearby items are being retrieved. Shelving must be sturdy and stable enough to hold the desired amount of weight. Never place an item on a shelf that cannot support it.
11. Items will not be placed in front of shelves and thus require employees to climb or reach over items in order to retrieve items on shelves.
12. Items stored shall remain 18" below the plane of the sprinkler heads, or 24" below the ceiling in areas without automatic sprinkler systems.
13. Every floor, working place, and passageway shall be kept free from protruding nails, splinters, loose boards, and unnecessary holes and openings.
14. Support equipment shall be kept clean and excess materials removed.

22.2.2. Housekeeping Inspections

- a. Work areas will be inspected for deficiencies in cleanliness and good physical appearance.
- b. Inspections should be performed at a frequency that will ensure the desired level of cleanliness and appearance are maintained.
- c. Supervisors should monitor these areas to insure that housekeeping is acceptable.
- d. In shared storage areas, shops, or offices, supervisors of the various employees should work closely together to ensure that housekeeping is maintained in an acceptable manner.
- e. During inspections, any safety-related deficiencies that constitute hazardous conditions shall be given priority attention.
- f. Hazardous conditions shall be reported immediately to the supervisor.

22.3. TABLES: GENERAL HOUSEKEEPING

TABLE 22.1. GENERAL HOUSEKEEPING ROLES AND RESPONSIBILITIES	
Position or Department	Responsibility
S&H Director	a. Ensure the requirements of this standard practice remain current with applicable regulatory directives.
ES&H Manager, Site Safety Specialists and Representatives	a. Oversee site personnel to ensure the housekeeping procedures are followed. b. Perform inspections as needed.
Supervisors	a. Ensure that elements of this policy are being followed by conducting inspections, reviews, spot-checks, and other follow-up actions. b. Plan for the necessary man-hours to ensure good housekeeping standards are maintained. c. Conduct or arrange for inspections in their area of responsibility. d. Ensure that each work area under their supervision is maintained at an acceptable level of appearance and cleanliness and is returned to this state after work is performed. e. Initiate corrective action for deficient items noted during inspections.
Employees	a. Follow the requirements of this housekeeping procedure.