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Saudi Contractors Authority

National Council for
Occupational Safety & Health

Guideline for Workplace Housekeeping

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Introduction

Workplace cleanliness and organization are fundamental pillars of occupational safety and health, as they directly contribute to reducing accidents and injuries in industrial, construction, and service work environments. An unorganized worksite may lead to multiple hazards such as trips and falls, fires, difficulty accessing emergency exits, or obstruction of workers and emergency equipment movement.

Implementing good housekeeping and organization practices helps improve the work environment, increase operational efficiency, and reduce occupational hazards. Therefore, maintaining a clean and organized workplace is a shared responsibility among all workers and supervisors at the site.

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Purpose of the Guide

This guide aims to:

- Enhance awareness of the importance of workplace organization and cleanliness.
- Reduce accidents resulting from disorder or improper storage.
- Clarify safe practices for maintaining site cleanliness.
- Support organizations in implementing safety procedures at work sites.
- Improve the work environment and enhance occupational safety.

Target Audience

This guide targets the following groups:

- Employers and project managers.
- Occupational safety and health officers.
- Supervisors at work sites.
- Contractors and Workers at construction and maintenance sites.
- workers in industrial facilities.

Hazards Associated with Poor Site Organization

Poor site organization and cleanliness may lead to several risks, including:

- Trips, slips, and falls.
- Fires caused by the accumulation of combustible waste.
- Difficulty accessing emergency exits.
- Obstruction of workers and equipment movement.
- Injuries caused by tools or materials left in walkways.

Walkways, Entrances, and Exits

Potential Hazards

The presence of obstacles or materials in walkways, entrances, and exits may lead to:

- Preventing workers from exiting or evacuating during emergencies.
- Obstructing emergency teams from reaching the incident location.

- Increasing the likelihood of trips, slips, and falls.
- Forcing workers to use unsafe routes.
- Injuries resulting from collisions with obstacles.

Safety Controls

To ensure safe movement within the site

- Keep walkways free of cables, hoses, and obstacles.
- Do not leave materials or equipment on walkway floors.
- Store materials away from movement paths.
- Provide adequate lighting for walkways and exits.
- Install clear signs for emergency exits.
- Do not block entrances, exits, or emergency equipment.
- Be familiar with evacuation routes at the workplace.
- Do not use undesignated routes as walkways.
- Do not store flammable materials in walkways.

Site Housekeeping and Organization

Site cleanliness is an essential part of the occupational safety plan and is a shared responsibility among all workers and supervisors. A clean and organized workplace helps reduce risks and improve the work environment.

Procedures for Maintaining Site Cleanliness

- Remove work waste promptly.
- Dispose of packaging materials, wood, and unused cables.
- Provide designated waste bins in work areas.
- Separate hazardous waste and place it in labeled containers.
- Store equipment and materials in a safe and organized manner.
- Place oil-contaminated rags in designated metal containers.
- Clean any oil or liquid spills immediately.
- Maintain cleanliness in rest and eating areas.
- Remove nails or sharp edges from wooden materials.

Warning Measures Used on Site

Warning measures are essential tools for enhancing safety at work sites. They aim to alert workers to potential hazards and guide them to adopt safe behavior while performing their tasks. These measures are used when hazards cannot be completely eliminated, helping control risks and reduce the likelihood of accidents.

Warning Tapes

Warning tapes are used to identify areas that contain hazards or where work activities that may pose risks to workers are being carried out. These tapes help prevent unauthorized entry and alert workers to the boundaries of hazardous areas.

Examples of locations where warning tapes are used include:

- Excavation areas.
- Work areas at heights or in confined and restricted spaces.
- Electrical work areas.
- Construction work areas.
- Areas containing hazardous materials.
- Loading and unloading areas.
- Chemical spill areas.
- Accident investigation areas.

Safety Guidelines

- Care should be taken not to cross warning tapes or enter the restricted areas without authorization.
- It is recommended not to remove or relocate warning tapes unless coordination is made with the Safety Department.
- It is preferable to report any damaged or unclear warning tapes.

Warning Signs

Warning signs are used to alert workers to hazards present at the workplace and to provide safety instructions that must be followed while performing various tasks.

Examples of locations where warning signs are used include:

- Warning about potential hazards in the workplace.
- Identifying the required personal protective equipment (PPE).
- Indicating speed limits within the site.
- Directing workers to emergency exits and evacuation routes.

Safety Guidelines

- Care should be taken to follow the instructions indicated on warning signs within the work site.
- It is recommended not to ignore or tamper with warning signs.
- It is preferable to report any missing or unclear warning signs.

Compliance with warning measures at the workplace contributes to increasing awareness of hazards, reducing accidents and injuries, and providing a safer working environment for all workers.

Workers' Responsibilities in Maintaining Site Cleanliness

- Maintain the cleanliness of the work site continuously.
- Dispose of waste in designated areas.
- Do not leave tools or equipment in walkways.
- Reporting any unsafe condition or behavior on site.
- Follow site safety instructions.

Emergency Response

In case of an incident caused by poor organization or accumulation of waste:

- Evacuate the area immediately if there is a direct hazard.
- Prevent anyone from entering the area until it is secured.
- Use personal protective equipment when handling waste or fallen tools.
- Report the incident to the Safety Department for necessary action.

Training and Awareness:

- Familiarize workers with the correct procedures for maintaining site cleanliness.
- Explain the use of warning measures, such as signs and warning tapes.
- Encourage workers to report hazards or unsafe conditions.

Common Mistakes to Avoid:

- Leaving waste at the work site after completing the task.
- Storing materials or tools in walkways.
- Ignoring spill cleanup.
- Removing warning signs or tapes.
- Neglecting the removal of nails or sharp edges.

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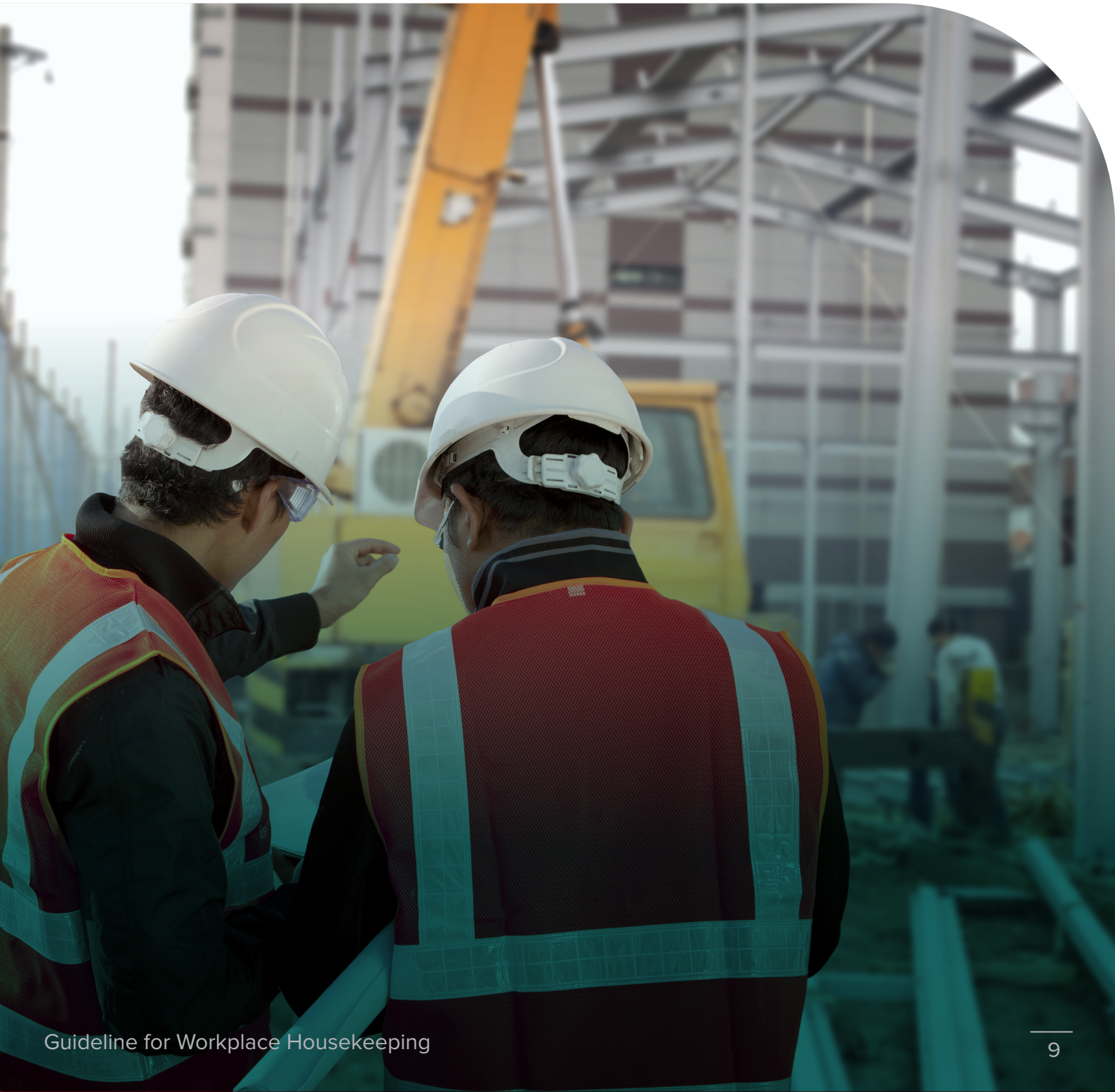
Conclusion

Maintaining a clean and organized workplace is an essential part of occupational safety culture. An organized site helps reduce risks and improve work efficiency. Adhering to proper housekeeping and organization practices not only protects workers but also helps maintain facility safety and ensure the continuity of operations.



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