

OPS-SP-0001

Housekeeping and Hygiene Policy

Revision History				
Rev	Date	Document Owner	Approved By	Issue Purpose
0	9/12/2022	R. Courtney	JC	Create std policy
1	1/28/2026	R. Strahan	RG, SG	Update to separate by topic
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1 Purpose

The purpose of this policy is to maintain a clean, organized, and sanitary work environment at Ampirical construction sites and offices, with a focus on safety, efficiency, and health. This policy aims to minimize hazards, prevent accidents, and promote a professional and respectful workplace.

2 Scope

This procedure applies to all Ampirical facilities and project sites. All employees, contractors, subcontractors, and visitors must follow the requirements of this policy.

3 Responsibility

3.1 Site Supervisors/Site Safety Managers

- Enforce compliance with this procedure
- Conduct regular inspections and housekeeping audits
- Coordinate with subcontractors regarding cleanliness expectations

3.2 All Employees & Visitors

- Maintain clean work areas
- Properly dispose of waste and debris
- Follow hygiene standards and report any unsanitary conditions

4 Policy Requirements

4.1 General Housekeeping

- All places of employment, passageways, storerooms, service rooms, and walking-working surfaces shall be kept in a clean, orderly, and sanitary condition. Walking-working surfaces shall be maintained free of hazards such as sharp or protruding objects, loose boards, corrosion, leaks, spills, snow, and ice. Doorways, walkways, and stairways must remain clear at all times.
- All floors must be maintained in a clean and, if possible, dry condition. Waterproof and slip resistant footwear must be worn when wet conditions exist. Liquid spills must be cleaned up immediately. When wet processes are used, drainage must be maintained and, to the extent feasible, dry standing places, such as false floors, platforms, and mats must be utilized.
- Housekeeping will be performed as a continuous operation throughout a project to prevent hazardous accumulations of debris. No job is complete until all trash, scrap, and loose material are removed and the area is returned to a safe condition.

4.2 Material Storage

- All tools, equipment, and materials must be stored such that they do not present a hazard to employees and must be stored in designated areas when not in use.
- Combustible materials must be stored in a manner that minimizes the risk of fire and cannot be present within thirty-five (35) feet of spark-producing activities.
- Materials must be stacked neatly and safely, and all nails in scrap lumber must be removed or bent down in such a way that they do not present a hazard.
- All hoses, welding leads and extension cords shall be run overhead to eliminate tripping

hazards where practical and shall be rolled up and properly stored when not in use. When traffic is present, hoses, welding leads or extension cords will not be permitted to run across any roadway unless they are protected by road barricades or suitable protective crossovers.

4.3 Waste Disposal

- All waste must be disposed of in properly labeled containers in accordance with federal, state, and local guidelines. Waste containers must be emptied regularly to prevent the overflow and attraction of pests.
- Clean up spills immediately using appropriate materials and methods and be sure to report any spills to Site Supervision. Spill kits must be readily accessible on construction sites.

4.4 Hygiene Standards

- Potable drinking water containers must be equipped with a tight-fitting lid and must be maintained in a sanitary condition. Potable water piping systems will be designed and maintained to prevent contamination from any non-potable source. No temporary connections will be made that might contaminate the potable water supply. Non-potable water outlets must be clearly marked to prevent improper use. Non-potable water is not to be used for drinking, personal hygiene, food preparation, restrooms, or washing of clothes.
- Portable toilets must be made available on all project sites in accordance with 1926.51. This does not include transmission/distribution projects where this is not feasible. Handwashing stations must be available with soap and water, or sanitizer, and must be provided near restrooms and eating areas. These must be available, accessible, and serviced regularly.
- Employees are not permitted to consume food or beverages in temporary or permanent restrooms nor in any area exposed to a toxic material. Refrigerators used for storage of foods shall be used only for that purpose. All areas used to store, heat or eat food must be clean and free of exposure to toxic materials and maintained in a sanitary manner.
- Smoking, including vaping, is not permitted indoors or at the entrance to any doorway. All cigarette waste must be disposed of in proper containers.

5 Training Requirements

All employees must be made aware of these policy requirements.

6 References

OSHA 29 CFR 1910.22
OSHA 29 CFR 1926.51