

HOUSEKEEPING

29CFR1910.22

PURPOSE

Good housekeeping is a fundamental safety and sanitation rule on the dock and in the freezers and contributes to increased production and fewer accidents. Good housekeeping is every employee's responsibility.

SCOPE

This policy outlines the minimum requirements of Millard's Housekeeping program. The Plant Manager is responsible for enforcing the program. The housekeeping program is directly related to the success of Millard's AIB Food Safety Audit Program.

All areas of the plant and equipment will be maintained and in good condition. Material handling equipment, batteries, vehicles, the ammonia system, and other equipment will be maintained according to Millard's "E-Maint" Maintenance System. This system is designed to maintain equipment according to vendor specifications and within warranty requirements. This system is monitored by Corporate.

The AIB Food Safety Audit Program is designed to ensure that the plant follows good food safety and sanitation practices.

All areas are subject to the program including the exterior, office, support, freezer, and dock areas. Generally, all areas must be cleaned according to the Master Cleaning Schedule (MCS). The Pest Control Program must be administered and documented by Plant personnel. The facility must be painted, safety and exit signs must be in place and operational, and fire extinguishers must be checked on a regular basis.

To protect employees from hazards, the dock and freezer areas must be kept free of debris such as wood splinters from pallets. The dock area must be swept and washed down throughout the day. The freezer areas must be swept and ice must be removed from the doorway on a regular basis. Loose equipment, such as pallets, must be stored in a designated area. Supervisors are responsible for assigning housekeeping responsibilities and for ensuring good housekeeping procedures are in place.

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Following is a list of general safety and sanitary procedures that must be followed in the warehouse:

1. ALL TRAILERS BEING LOADED OR UNLOADED MUST BE PROPERLY CHOCKED AND INSPECTED. GLAD LOCKS SHOULD ALSO BE USED ON ALL LOADS.
2. Observe all safety signs and warnings posted in the warehouse.
3. Observe all traffic rules.
4. Horseplay on the dock will not be tolerated.
5. All fire lanes, exits, and staircases must be kept clear and unobstructed.
6. Construction areas are only to be entered by authorized personnel.
7. Only authorized personnel can remove safety guards from machinery.
8. Food, beverages and gum **are not** permitted on the dock or in the freezers, only in the break room.
9. Tools and electrical equipment must be put away properly when not in use.
10. All chemical containers must be properly labeled. Containers with leaks must be properly discarded.
11. Trash must be thrown away promptly and properly.
12. Store pallets at a height of 10 feet or less.
13. Freezer aisles must be kept clear of boards and debris for efficient forklift operation.
14. Clean up spills of oils or fluids immediately and dispose of properly.
15. Repair or discard damaged product immediately (Food Safety).

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16. Clean up activities are to be completed as scheduled.
17. Graffiti is not allowed in the warehouse.

HOUSEKEEPING TRAINING OUTLINE

Good housekeeping is an important part of Millard's warehouse. It plays an important part in the AIB Food Safety Audit. Talk about the AIB Food Safety Audit and explain how it works. All employees need to understand their role in keeping the warehouse clean and free of obstructions.

Elements to cover in the Safety Meetings:

- Discuss the Master Cleaning Schedule and how the responsibility for cleaning activities is designated to employees.
- Talk about who is responsible for sweeping up and chipping ice from the freezer doorways. Talk about any specific problems that you may be having in these areas and with specific employees.
- Talk about general plant safety rules:
 - Chocking trailers and using Glad Locks to secure live loads. We have had injuries in the past from a trailer moving away from the dock and an employee falling to the ground in a forklift. Injuries resulting from this are very serious and even life-threatening.
 - Keeping aisles and exit doors clear. This is an OSHA requirement. If an OSHA inspector were to tour the plant, we would be subject to a citation and fine.
 - Talk about right-of-way issues with forklifts and pallet jacks. Tell the employees how to correctly enter and exit a freezer. Talk about problems in this area, such as forklift and pallet jack drivers not honking their horns, or particularly dangerous areas in the plant. Ask if any employee has any comments or suggestions to make in this area.
 - Talk about your rules for putting equipment away, such as brooms, ice picks, and other equipment used in your plant.
 - Talk about your plant's rules concerning horseplay on the dock or allowing music to be played.

- Talk about your policy concerning food and beverages in the warehouse.

These rules seem to be easy to understand and to follow, but a lot of times they are ignored. Injuries can result when they are ignored.