



HOUSEKEEPING

Clean Routes, Stable Materials and Controlled Waste

POLICY STANDARD

Housekeeping is a continuous work activity, not an end-of-shift cleanup. Work areas, access routes, platforms, stairs and emergency paths shall remain clear. Materials shall be stored securely, waste removed at regular intervals, spills controlled promptly and hazardous dust or contamination cleaned only by approved methods.

PHEIFER BROTHERS CONSTRUCTION CO., INC.

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CORE EXPECTATION

Each employee cleans as work progresses and leaves the area safe for the next person or shift. Cleanup shall never expose employees to traffic, falls, suspended loads, moving equipment, hazardous energy, sharp objects, contaminated dust or chemicals.

Primary Regulatory References

- 29 CFR 1926.25 - Housekeeping
- 29 CFR 1926.250 and 1926.252 - Material storage and waste disposal
- 29 CFR 1926.1153(f) - Silica housekeeping methods
- 29 CFR 1926.152, 1926.350-352, 1926.701 and applicable walking-working surface, fire, electrical and hazardous-material standards

1. Purpose, Scope and Responsibilities

Purpose and Scope

- Prevent slips, trips, falls, punctures, impalement, struck-by incidents, fire, blocked rescue, unstable material, exposure and environmental release during heavy-highway, bridge, shop, yard, marine and support operations.
- Applies to employees, temporary workers, visitors and subcontractors. Specialized silica, lead, asbestos, abrasive-blasting, chemical and hazardous-waste cleanup follows the applicable written program in addition to this policy.

Management / Project Management

- Provide dumpsters, containers, racks, pallets, chocks, lighting, drainage, spill supplies, HEPA vacuums or wet-cleaning equipment, snow/ice controls and adequate labor/time.
- Plan disposal streams and licensed/approved disposal for regulated waste. Coordinate controlling-contractor and owner requirements.

Foreman

- Include housekeeping in the daily JHA/pre-task plan; assign work zones, cleanup frequency, waste locations and responsible employees.
- Inspect access, staging and waste conditions throughout the shift and after work phases, weather, deliveries, demolition, stripping forms and spills.
- Stop work when cleanup cannot be performed safely or a hazard requires trained/specialized response.

Employees

- Keep personal work areas orderly as work progresses; use designated containers and storage; return tools/materials; report leaks, spills, sharp objects, unstable stacks and blocked routes.
- Do not walk past a correctable hazard without correcting it or guarding/reporting it. Do not clean unfamiliar material or contamination without direction.

Subcontractors / Deliveries

- Maintain their work and staging areas; remove waste; protect shared routes; comply with project disposal and contamination controls.
- The controlling employer may assign common-area responsibilities, but each employer remains responsible for hazards affecting its employees.

Stop-Work Authority

- Every employee may stop work for blocked emergency access, unstable materials, uncontrolled spill/dust, impalement hazards, unsafe cleanup exposure or conditions that cannot be kept orderly.

2. Planning, Cleanup Frequency and Work Zones

Pre-Task Planning

- Identify waste and scrap expected from the task; container type/location; safe removal route; equipment needed; sharp, combustible, chemical or contaminated material; traffic/fall exposure and final condition.
- Plan for concrete placement, form stripping, demolition, saw cutting, welding, coating removal, deliveries and other phases that rapidly create debris.
- Place containers close enough to encourage use but outside access routes, fall zones, equipment swing/travel, excavation edges, drainage paths and public traffic.

Clean as Work Progresses

- OSHA requires form/scrap lumber with protruding nails and other debris kept clear from work areas, passageways and stairs. Scrap lumber, waste and rubbish shall be removed from the immediate work area as work progresses.
- Remove combustible scrap and debris at regular intervals. Do not allow a pile to become a fire, trip, collapse, pest or access hazard.
- Perform brief cleanup at natural transitions: before starting a new phase, after stripping/cutting/unpacking, before breaks when hazards exist, after deliveries and before shift handoff.

Defined Zones

- Separate active work, pedestrian access, equipment travel, material staging, waste, hot work, chemical storage, fueling and break areas.
- Use barricades/signs where cleanup is temporarily incomplete. A cone or warning does not justify leaving a correctable hazard longer than necessary.
- Maintain fire lanes, emergency responder access and routes to exits, ladders, stairs, rescue equipment, extinguishers, eyewash, first aid and electrical disconnects.

Cleanup Safety

- Before cleanup, identify fall exposure, traffic, equipment, suspended loads, sharp edges, stored energy, hot material, chemicals, dust and manual-handling risk.
- Stop or isolate nearby operations as necessary. Use mechanical aids, proper containers and required PPE. Never reach blindly into waste or compact trash by hand/feet.

Shift Handoff

- Leave routes open, materials stable, equipment secured, waste contained and remaining hazards clearly communicated. The next shift verifies conditions rather than assuming prior cleanup is adequate.

3. Access, Walking Surfaces and Emergency Routes

Required Clear Routes

- Keep walkways, stairs, ladders, ramps, platforms, scaffold access, bridge-deck paths, gangways, doors/exits and work-position access free of tools, scrap, cords, protrusions and unnecessary materials.
- Maintain enough width and headroom for safe passage and emergency evacuation. Do not store material on stairs, landings, ladder bases/tops, guardrails or designated egress paths.
- Keep access to extinguishers, first aid/AED, eyewash, rescue equipment, electrical panels, valves, alarms and emergency vehicles unobstructed.

Surface Conditions

- Correct holes, loose boards, uneven transitions, curled mats, protruding fasteners, grease, oil, mud, water, ice, snow and aggregate that could cause loss of footing.
- Provide drainage and, where feasible, dry standing places for wet processes. Use stable mats, temporary walkways or approved surfacing where mud cannot be promptly eliminated.
- Do not create a new hazard by routing runoff across walkways, roads, electrical equipment, excavations or environmentally sensitive areas.

Openings / Edges

- Housekeeping does not replace guarding. Maintain covers, guardrails and fall-protection systems; keep debris from hiding openings or accumulating against toe boards.
- Do not sweep, shovel or throw material through an opening or over an edge unless an approved chute/drop zone, barricades and falling-object controls are established.

Lighting and Visibility

- Provide adequate illumination for cleanup and travel. Remove glare/obstructions; keep lights and reflective traffic devices clean.
- At night, high-visibility apparel and traffic controls remain required. Do not step into live traffic or equipment routes to retrieve debris without planned protection.

Slip / Trip Response

- Guard the hazard immediately, stop affected travel if needed, correct it and notify supervision. Do not rely on memory or verbal warning alone.
- Investigate recurring mud, leaks, cords or debris at the source; repeated cleanup without correcting the cause is not an adequate control.

4. Material Storage, Stacking and Staging

General Storage

- Store materials on firm, level and adequately rated support. All tiered materials shall be stacked, racked, blocked, interlocked or otherwise secured against sliding, falling or collapse.
- Consider wind, vibration, traffic impact, slope, settlement, water, frost/thaw, lifting access and removal sequence. Do not exceed deck, platform, scaffold, falsework, structure, pallet or rack capacity.
- Maintain clear aisles and safe access for handling. Keep materials away from edges, openings, excavations and energized lines by the required distance.

Specific Materials

- Chock or rack pipe, conduit, cylinders and round stock. Use restraints that cannot be displaced during removal.
- Stack lumber on stable dunnage; remove/bend nails; secure against wind and rolling. Do not create unstable leaning stacks.
- Store rebar/structural steel on stable dunnage with chocks/stops; control banding and stored energy. Do not climb unsecured bundles.
- Keep bags/containers dry, stable and within manufacturer stacking limits. Damaged chemical containers require immediate control.

Staging for Use

- Stage only the quantity needed for the immediate work phase on platforms, scaffolds, bridge decks and restricted areas. Remove excess at shift end.
- Maintain crane/rigging landing zones and forklift/equipment access; keep employees out of potential falling/collapse zones.
- Do not block drainage, traffic-control sight lines, fire protection, rescue access, utilities or inspection points.

Unstacking / Banding

- Plan removal from top/accessible side so remaining stack stays stable. Do not pull material from the bottom or stand in the fall path.
- Cut banding from a stable position with eye/face and hand protection; control recoil and shifting material. Dispose of straps immediately in designated containers.

Weather

- Secure tarps, lightweight materials, signs, insulation, packaging and containers before wind. Remove water/snow loading and reassess stacks after storms or ground change.

5. Formwork, Rebar, Scrap and Sharp Hazards

Formwork and Lumber

- As forms are stripped, remove materials from access/work zones and place in planned stacks or containers. Pull, bend over or otherwise eliminate protruding nails before handling/storage where feasible.
- Do not throw form panels, lumber, ties or hardware from elevation. Use controlled lowering/chutes/drop zones as approved.
- Stack panels flat or rack/brace against tipping. Control form oil, concrete buildup and loose hardware that can create slips or falling objects.

Rebar / Tie Wire

- Guard protruding reinforcing steel onto or into which employees could fall to eliminate impalement. Standard mushroom caps may provide scratch protection but are not automatically impalement protection.
- Cut/bend tie-wire tails away from walking/working contact where practicable. Collect cut wire promptly; do not leave it on decks, forms or ground.
- Store rebar off access paths on stable dunnage; secure against rolling/shifting. Cap/guard exposed ends based on the applicable hazard and fall exposure.

Metal, Concrete and Demolition Scrap

- Place sharp steel, torch-cut pieces, grinding disks, wire rope, metal banding and broken concrete in suitable labeled containers or controlled piles.
- Allow hot slag/metal to cool or use fire-resistant containers. Do not mix hot waste with ordinary combustible trash.
- Demolition debris removal follows the demolition plan, structural loading limits, chute/opening rules and hazardous-material assessment.

Puncture / Cut Prevention

- Never reach blindly into containers or carry sharp scrap against the body. Use tools/mechanical handling and puncture/cut-resistant gloves selected for the task.
- Do not overfill containers. Keep sharp ends below the rim or use a purpose-designed container; label unusual hazards.

Falling Objects

- Secure loose objects at elevation; maintain toe boards/screens where required; barricade below when material removal can expose others.
- Before moving platforms/equipment, remove or secure loose tools and materials.

6. Cords, Hoses, Tools and Equipment Areas

Cords, Leads and Hoses

- Route electrical cords, welding leads, air/hydraulic/water hoses to avoid walkways and vehicle paths. Use approved overhead routing, ramps/covers or controlled crossings where avoidance is not feasible.
- Protect from sharp edges, heat, water, pinch points, traffic and falling objects. Do not create trip loops, tight bends or tension at connections.
- Inspect and remove damaged items from service. Do not tape a pressurized hose leak; isolate/depressurize and replace/repair correctly.

Tools and Small Equipment

- Return tools to boxes/racks when not in use; store blades/bits/points guarded; disconnect or control energy before cleaning, changing accessories or clearing jams.
- Do not leave tools on ladders, guardrails, equipment, beams, form edges or surfaces where they can fall or interfere with travel.
- Remove defective tools from service and mark/control them to prevent reuse.

Heavy Equipment Areas

- Keep steps, handholds, cabs, windows, mirrors/cameras and control areas free of mud, grease, trash and loose items. Secure objects in cabs.
- Remove spillage from haul routes and loading/dumping areas promptly using protected equipment/crews. Maintain berms, signs and visibility.
- Do not clean, reach under or enter equipment danger zones until movement and hazardous energy are controlled.

Fueling / Charging

- Keep combustible waste away from fueling, charging, generators, heaters and hot work. Clean/report spills using the spill plan.
- Maintain clearance around ventilation and exhaust; never allow debris to contact hot surfaces.

Break / Sanitation Areas

- Use designated sanitary facilities and waste containers. Keep food/drink areas separate from lead, silica, chemical, blasting and other contamination.
- Maintain potable water and washing facilities; do not use compressed air to clean clothing or skin.

7. Waste, Combustibles, Chemicals and Spill Response

Waste Segregation

- Separate ordinary trash, scrap metal, wood, concrete, used oil, oily rags, solvent/paint waste, aerosols, batteries, lamps, contaminated PPE/media and other regulated waste as directed.
- Use compatible, labeled and closed containers. Keep lids on when not actively adding waste. Do not mix unknown or incompatible materials.
- Waste containers shall not block routes or be exposed to vehicle impact, water, ignition or unstable ground.

Combustible / Flammable Waste

- Remove combustible scrap at regular intervals. Store solvent waste, oily rags and flammable-liquid waste in fire-resistant covered containers until removed.
- Maintain hot-work areas free of combustible material and inspect below/adjacent surfaces for sparks and slag. Follow the Fire Prevention and Hot Work policies.
- Do not burn waste unless specifically authorized and compliant with local fire/environmental rules; company approval is required.

Spills and Leaks

- Stop the source only if trained and safe; protect drains/water/soil, control traffic/ignition, barricade the area and notify the foreman.
- Identify the product and review SDS/emergency plan before cleanup. Use compatible absorbents, PPE, tools and containers; treat cleanup material as required by the product and regulations.
- For unknown material, large/uncontrolled release, vapor, fire/reactivity, water impact or employee symptoms: isolate, move upwind, call 911/emergency contacts as appropriate and do not clean without trained responders.

Compressed Gas / Aerosols / Batteries

- Return cylinders to secured designated storage with valves protected; never place cylinders in ordinary dumpsters.
- Do not puncture, crush or burn aerosol cans/batteries. Segregate damaged lithium batteries, control fire risk and follow company disposal procedure.

Environmental Protection

- Prevent litter, slurry, concrete washout, paint chips, blast media, fuel, sediment and waste from entering waterways, storm drains or traffic lanes.
- Follow project erosion-control, stormwater, lead/coating and waste-characterization requirements. Report any release immediately.

8. Dust, Silica, Lead and Contaminated Cleanup

Identify Before Cleaning

- Determine whether dust/debris may contain silica, lead paint, hexavalent chromium, asbestos, mold, bird/bat waste, chemical residue or other hazardous material before disturbing it.
- Use the project hazardous-material assessment, SDSs, exposure-control plans and competent/qualified personnel. Unknown suspect material is not ordinary trash.

Silica Housekeeping

- Where dry sweeping/brushing could contribute to respirable silica exposure, use wet sweeping, HEPA-filtered vacuuming or another method that minimizes exposure unless those methods are not feasible.
- Do not use compressed air on clothing or surfaces where it could contribute to silica exposure unless used with ventilation that effectively captures the dust cloud or no alternative is feasible.
- Do not use leaf blowers or dry methods to disperse silica dust. Collect slurry before it dries where feasible and prevent discharge to drains/water.

Lead / Coating Debris

- Use HEPA vacuuming, wet methods and controlled collection required by the Lead and Bridge-Coating or Abrasive Blasting policy. Do not dry sweep or blow paint chips/dust.
- Maintain clean/dirty boundaries, change areas, handwashing and no eating/drinking/smoking in contaminated zones. Seal, label and store waste pending characterization/disposal.
- Cleaning methods must not create additional employee or environmental exposure.

Asbestos / Unknown Material

- Stop disturbance when suspect asbestos-containing or unknown hazardous material is discovered. Isolate and notify the designated competent person; only properly trained/authorized personnel may assess or clean.
- Do not sweep, shovel, vacuum with ordinary equipment or place suspect material in general waste.

Vacuums and PPE

- Use the correct HEPA-rated vacuum and collection system; inspect filters/seals and change bags/filters using methods that minimize release.
- Respirators require the Respiratory Protection Program when required. Disposable PPE and filters may be regulated waste; follow task plan.

Hygiene

- Wash hands/face before eating, drinking, smoking or leaving contaminated work. Never use compressed air to clean the body or clothing.

9. Bridge, Highway, Marine and Seasonal Conditions

Bridge Decks / Elevated Work

- Keep designated walking lanes, access to ladders/stairs and rescue/fall-protection equipment clear. Secure loose objects against wind and falling.
- Do not push debris over deck edges. Use controlled containers/chutes and protect traffic, waterways, workers and public below.
- Stage material within engineered deck/form/falsework capacity and away from edges/openings. Reassess after concrete placement or demolition changes loading.

Live Traffic / Work Zones

- Do not enter live lanes to retrieve litter/debris without approved traffic control. Plan cleanup within protected work areas and coordinate mobile operations with the traffic-control plan.
- Keep signs, drums, barriers, lights and sight lines clean and unobstructed. Remove material that can become a projectile or traffic hazard.
- High-visibility apparel and spotter/internal traffic controls remain in effect during cleanup.

Over / Near Water and Marine Work

- Secure containers/tools and prevent debris, slurry, paint chips or absorbents from entering water. Maintain life-saving equipment and access.
- Keep barges, floats, gangways and docks free of loose material, lines and slippery contamination. Coil/store lines without blocking travel or rescue.
- Spill response near water follows the project prevention/response plan; deploy containment only when trained and safe.

Mud, Rain and Drainage

- Provide stable walking routes, mats/aggregate and drainage. Clean mud from steps, ladders, platforms and vehicle controls.
- After heavy rain, inspect erosion, washouts, excavations, slopes and temporary access before cleanup or travel.

Snow and Ice

- Remove/treat snow and ice from routes, equipment access, platforms and traffic-control devices. Avoid creating refreeze/runoff hazards.
- Use methods that do not damage surfaces/equipment or expose employees to traffic, falls, overhead snow/ice or overexertion.

Wind / Severe Weather

- Secure waste containers, tarps and loose material before wind. Stop elevated/exposed cleanup for lightning, unsafe wind, visibility or severe-weather triggers.

10. Inspections, Stop Work, Training and Records

Routine Inspections

- Foreman inspects at shift start, during changing work phases and before handoff. High-debris operations require more frequent checks.
- Check routes, edges/openings, fire/emergency access, material stability, waste containers, sharp objects, spills/leaks, cords/hoses, lighting, mud/ice and contamination controls.
- Correct immediately or barricade/stop affected work until correction. Track recurring causes and assign permanent corrective action.

Immediate Stop-Work Triggers

- Blocked emergency route or rescue equipment; unstable stack or falling-object potential; protruding nail/rebar/sharp hazard in access; uncontrolled spill/vapor/fire; unknown contamination; dust cleanup using prohibited method; cleanup exposed to uncontrolled traffic, fall or moving equipment.
- Waste/container condition threatens water, public or environment; mud/ice/lighting prevents safe access; required PPE/equipment is unavailable.

Emergency Actions

- For serious injury, fire, chemical release, collapse or immediate danger, call 911, protect the scene and use the site emergency action plan.
- Do not enter a spill, confined space, energized area, traffic lane, water or collapse zone to clean or rescue without proper training/equipment and authorization.

Training

- Train employees on continuous cleanup, routes, storage, sharp objects, waste segregation, spill reporting, silica/lead methods, PPE and stop-work expectations before assignment.
- Provide task-specific training for hazardous waste, respirators, lead/asbestos/silica, powered cleaning equipment, traffic and fall exposures. Toolbox talks supplement formal training.

Documentation

- Document significant inspections, assigned corrective actions, spills/releases, specialized cleanup, waste profiles/manifests, training and incidents/near misses as applicable.
- Review program at least annually and after a housekeeping-related incident, regulatory change or repeated deficiency. Printed copies are uncontrolled unless formally issued.

Enforcement

- Creating or ignoring avoidable hazards, improper disposal, prohibited dust cleaning, blocking safety equipment or bypassing contamination controls is subject to corrective action.

11. Housekeeping Field Checklist

VERIFY	EXPECTATION
Access / egress	Walkways, stairs, ladders, ramps, platforms, exits and emergency routes clear
Edges / openings	Covers, guardrails, toe boards and falling-object controls intact; no debris at edges
Materials	Stacks stable, within capacity, chocked/blocked and protected from wind/traffic
Sharp hazards	Nails, tie wire, rebar, banding, scrap and broken materials removed/guarded
Cords / hoses	Routed/protected; no trip loops, leaks, damaged insulation or pinch points
Tools / equipment	Tools stored; steps/cabs/controls clean; defects controlled; energy isolated for cleaning
Waste	Correct labeled containers, lids/segregation, regular removal and no overfilling
Fire / chemicals	Combustibles removed; oily rags/solvents covered; spills identified and controlled
Dust / contamination	Silica/lead/asbestos risks identified; wet/HEPA or approved method used
Traffic / water	Cleanup protected from vehicles/falls; no debris or release to roadway/water/drains
Weather / handoff	Mud, snow, ice, drainage, lighting and loose material corrected; hazards communicated

PROJECT / LOCATION:	DATE / SHIFT:
FOREMAN / INSPECTOR:	WORK AREA / PHASE:
DEFICIENCIES / HAZARDS:	PERSON RESPONSIBLE:
CORRECTIVE ACTION / COMPLETION:	HANDOFF / RESTRICTIONS:

12. Test Your Knowledge

Circle the best answer. Review missed questions with your foreman.

1. When should housekeeping occur? A. Only Friday afternoon B. Continuously as work progresses C. Only after an inspection	2. What should happen to lumber with protruding nails? A. Clear it and remove/bend/guard the nails B. Hide it under a tarp C. Leave it for the next shift
3. How must tiered materials be stored? A. Near an edge B. As high as possible C. Secured against sliding, falling or collapse	4. What is the preferred silica-dust cleanup method? A. Leaf blower B. Wet methods or HEPA vacuuming C. Dry sweeping
5. Where should oily rags and solvent waste be stored? A. In fire-resistant covered containers B. In an open cardboard box C. With lunch trash	6. What should happen when an unknown spill is found? A. Smell it to identify it B. Hose it into a drain C. Isolate and notify; do not clean without direction
7. May debris be pushed from a bridge deck? A. Yes, if no one is seen B. No; use an approved controlled removal method C. Only into water	8. What should be done with recurring mud or leaks? A. Correct the source and maintain safe access B. Ignore them after one cleanup C. Cover them with scrap wood
9. When may compressed air clean silica dust? A. Whenever outdoors B. Whenever a respirator is worn C. Only under the limited conditions allowed by the silica standard	10. Who is responsible for housekeeping? A. Only laborers B. Everyone within assigned work responsibilities C. Only the foreman

EMPLOYEE: _____

DATE: _____

ANSWER KEY: 1-B | 2-A | 3-C | 4-B | 5-A | 6-C | 7-B | 8-A | 9-C | 10-B