



POLICY

Hanover School Division is committed to ensuring that its workplaces are safe and healthy environments for students, staff, and visitors. A clean and safe workplace minimizes the probability of accidental injury to people or damage to property. Inspection schedules and the HSD Good Housekeeping Procedures have been developed to help continually contribute to keeping a well kept and safe workplace for students, staff, and visitors.

Good housekeeping also includes the regular inspection and maintenance of all equipment that is used by HSD staff and students. All equipment will be used, cared for and maintained in a safe manner, following Safe Work procedures. Only necessary, properly functioning and safe equipment will be kept in work areas.

Employees will be informed of unacceptable performance and given opportunities for improvement. If necessary, any discipline imposed will be progressive in nature, ranging from a verbal warning, written warning, varying levels of suspension, and dismissal. All instances of discipline will be documented in a consistent manner.

GUIDELINES

1. General Housekeeping

- 1.1. Garbage, scrap, debris and other trash materials are to be properly disposed of in designated containers and shall be removed on frequent and regular intervals.
- 1.2. Materials and equipment will be stored in appropriate storage locations.
- 1.3. Floors should be maintained clean and dry. Liquid/chemical spills are to be cleaned up immediately following safe work procedures.
- 1.4. Stairways, emergency exits and corridors are kept clear to ensure free passage of persons if required in an emergency
- 1.5. Equipment is to be kept clean and in good working condition. Equipment that requires repair will be removed from use.
- 1.6. Individual work areas, shops, labs, classrooms, etc. are to be kept clean to insure that student learning activities / work may proceed in an orderly and efficient.
- 1.7. Containers, boxes, equipment and materials are stored in a manner that prevents objects from falling
- 1.8. All dangerous goods, including combustible materials and flammable liquids, are stored in accordance with provincial requirements.

2. Recyclables

- 2.1. All recyclables and waste products shall be collected and removed when deemed necessary by the teacher in charge.

3. Spills

- 3.1. SafeWork procedures are to be followed when cleaning up a spill. Instructors are responsible for developing and maintaining a SafeWork procedures manual that includes procedures for controlling and cleaning up spills



4. Vocational Shops Housekeeping

- 4.1. All personnel will work towards maintaining their respective shops in a clean and orderly manner.
- 4.2. All shop teachers will be responsible for all activities related to the cleanliness of shop facilities, materials, and equipment and the elimination of nonessential materials and hazardous conditions.
- 4.3. Each vocational teacher is responsible for developing a housekeeping checklist and inspection schedule that is specific to their shop. The following general housekeeping practices must be included and applied to all areas within the shop and areas where students and employees perform construction, or other activities.

5. Weekly Housekeeping

- 5.1. Each vocational area will develop and post an end of week cleaning checklist which will be monitored and maintained by the teacher in charge and kept in a housekeeping logbook.
- 5.2. Before the end of the final class of each week, a complete clean-up of the shop will be conducted by the students under the direct supervision of the teacher in charge.

6. Monthly Housekeeping

- 6.1. Each vocational area will develop and post a monthly cleaning checklist which will be monitored and maintained by the teacher in charge and kept in a housekeeping logbook.

7. End of Year Clean-up

- 7.1. The year end clean-up will include all procedures for weekly and monthly clean-up. A checklist will be developed, and maintained in a housekeeping logbook.

8. Safe Work Zones

- 8.1. All vocational areas identified as “safe work” zones – must be clearly marked by yellow markings on the floor and shall be kept clean and clear of all non-essential materials.

9. Disposal of Corrosive and Hazardous Wastes

- 9.1. Corrosive wastes are hazardous and must always be handled safely.
- 9.2. Never dispose of corrosives or hazardous wastes down sinks or drains that connect to sanitary or storm sewers.
- 9.3. Disposal of corrosive or hazardous wastes will be done according to the manufacturer's or supplier's directions that accompany the MSDS sheet or using the following HSD hazardous waste collection procedures:
 - 9.3.1. Procedures for the disposal of hazardous waste will follow the guidelines set by part 35 of the Workplace Safety and Health Regulation, M.R. 217/2006, requiring the preparation of a MSDS sheet (waste profile sheet) and posting a label or placard on the storage container, to clearly identify the waste.
 - 9.3.2. The waste material will be safely labelled and stored until a scheduled pick-up (done quarterly) has been arranged with a certified hazardous waste handling company.
- 9.4. All supplier MSDS and employer produced MSDS must be kept for 30 years.

Legal References:

Additional Information: Formally Policy B-51

Appendixes: