

GENERAL MANUAL POLICY

APPROVED BY:



Executive Director

CATEGORY: Health & Safety

TOPIC: General Housekeeping

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POLICY

It is the Policy Community Living Thunder Bay to maintain a safe workplace and to ensure that work areas are kept clean and housekeeping duties are maintained.

PURPOSE

To improve the overall health and safety of the workers and to identify and correct hazards in the work place.

RESPONSIBILITY

It is the responsibility of **all** staff to adhere to this policy and procedure.

GENERAL MANUAL PROCEDURE

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PROCEDURE:

In order to ensure work areas are clean and housekeeping duties are maintained, employees will:

1. Ensure daily general household checklist is completed (please refer to Daily Household checklist form in the H&S binder under Forms)
2. Ensure daily water temperature checks are conducted (please refer to Water Temperature checklist form in the H&S binder under Forms)
3. Ensure spills are cleaned up immediately by people supported or by staff
4. Ensure that the lights are in working order
5. Ensure workplace is kept neat and tidy in cooperation with the people being supported
6. Make every effort to provide a safe and healthy environment

If an employee discovers an unsafe condition that he/she is **able** to handle, the employee is required to correct it. Any action that an employee takes to correct a safety concern will be recorded in the communication book.

If an employee is **unable** to correct the condition, they must contact their Team Leader/Supervisor and complete a "Employee Report of Incident" form and follow the procedures identified in the Potential Hazard Policy. (Please refer to H&S 11.0)

Employees may be required to use company approved cleaning products for their specific work area. At the end of a shift, the employee is to ensure his/her work area is cleaned up and ready for the next shift. All Staff are required to clean up spills, etc. if it could be an immediate Health and Safety risk.