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C-A OPERATIONS PROCEDURES MANUAL

1.7.1 C-AD Housekeeping Policy

Text Pages 2 through 7

Hand Processed Changes

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Approved: \_\_\_\_\_ *Signature on File* \_\_\_\_\_  
Collider-Accelerator Department Chairman Date

J. Scott

## 1.7.1 C-AD Housekeeping Policy

### 1. Purpose

- 1.1 The C-AD is committed to maintaining a quality housekeeping program that provides a safe and healthy environment for its employees and user community.
- 1.2 The intent of this policy is to maintain C-A Department facilities in a manner that prevents loss to persons or property and maximizes operations.
- 1.3 Housekeeping is a direct responsibility of all employees/users, and each employee/user is held accountable to implement an effective housekeeping program in their work areas, and any common areas they work.

### 2. Roles and Responsibilities

#### 2.1 The C-A Department Chairman:

- 2.1.1 The C-AD Chairman has overall responsibility for the approval and implementation of the C-A housekeeping policy and for ensuring that staff are fully cognizant of their responsibilities for this policy.
- 2.1.2 Ensure that the yearly personnel appraisal process is used to grade all personnel on their housekeeping responsibility.
- 2.1.3 The C-A Department Chairman has designated the ESSHQ Division Head to act as his liaison with C-A staff and users to facilitate the policy and correct deficiencies.

#### 2.2 The C-A ESSHQ Division Head:

- 2.2.1 Acts as the point of contact for all C-A staff and users to facilitate and help correct problems to comply with this policy.
- 2.2.2 The ESSHQ Division Head acts to coordinate Tier 1 inspections, internal and external audits and communicate findings to responsible individuals to correct safety, OSHA, and housekeeping discrepancies.
- 2.2.3 The ESSHQ Division Head ensures all findings are immediately corrected or posted into Family ATS for tracking to completion.
- 2.2.4 The ESSHQ Division Head maintains a database for valuable materials and assists responsible individuals in complying with [C-A OPM 1.20](#) on Security of Valuable Materials.

2.3 C-A Building Managers:

- 2.3.1 Building Managers act as focal point for assisting personnel in their buildings to maintain them in accordance with this policy.
- 2.3.2 Building Managers assign janitors and other Plant Engineering workers to maintain not only building cleanliness but the physical plant as well (lighting, heating and air conditioning, plumbing, walking/working surfaces, grounds, etc.).
- 2.3.3 Building Managers assist supervisors and Group Leaders in complying with Valuable Materials security in accordance with [C-A OPM 1.20](#). Including weekly inspections of property protection areas in their buildings.
- 2.3.4 Building Managers shall participate in Tier1, and other safety inspections of their buildings or provide an alternate.

2.4 Group Leaders, Managers, Supervisors, and Work Planners:

- 2.4.1 Individuals underlined above ensure their staff are aware of this procedure and their group's housekeeping requirements specific to their staff.
- 2.4.2 Individuals underlined above shall schedule daily or weekly cleanup of their work areas.
- 2.4.3 Individuals underlined above ensure that work plans, pre-job briefs and post job reviews address cleanup requirements and that appropriate cleanup is accomplished.

**Note:**

The final signature on Green work sheets that job is complete is also stating that area is cleaned up and in a safe condition. In house work planning sign offs should state the same. The supervisor or work coordinator signing this off is accepting these conditions and shall ensure it is true.

- 2.4.4 Individuals underlined above, as required, set up property protection areas for valuable materials as defined in [C-A OPM 1.20](#).
  - 2.4.4.1 Individuals underlined above, as required, inventory areas and take photographs. Ensure that inventory and photographs are forwarded to the Building Manager and ESSHQ Division for inclusion in C-A database.

2.4.4.2 Listed individuals verify, on a weekly basis, that security is maintained and valuable items are in place.

2.4.4.3 Listed individuals plan movement of valuable materials to include notifying ESSHQ Division, and building managers. The ESSHQ group and building manager can provide assistance in movement, and security in new location.

2.5 Employees and Users:

**Note:**

Plant Engineering Janitors are either assigned or sent by Building Managers to clean buildings. This includes garbage removal, cardboard and paper removal, sweeping and mopping floors, washing windows, and in extreme cases dusting and washing walls.

- 2.5.1 Employees and users are responsible to clean up their own work areas exclusive of what janitors normally do.
- 2.5.2 Employees and users are responsible to maintain offices and shops clean and minimize combustibles.
- 2.5.3 Employees and users are responsible to perform weekly cleanups under supervisor direction.
- 2.5.4 Employees and users are responsible to cleanup any work materials in the field or common areas at the end of each day's work.
- 2.5.5 Employees and users are responsible to follow all SBMS rules for Wastes and [C-A OPM 8.20](#), [8.20.2](#), and [8.22](#). Contact Environmental Coordinator (EC) ext.7520, or Environmental Compliance Rep (ECR) ext.2905 with any questions.
- 2.5.6 Employees and users are responsible to maintain all chemical lockers and satellite areas to SBMS subject areas requirements.

**3. Housekeeping practices**

- 3.1 All employees and Users are responsible to routinely cleanup their areas daily. Additionally employees and users are responsible to:
  - a. Dust bookshelves, desk, and computer stations periodically.
  - b. Keep office and shop areas neat, and minimize combustibles. Supplies and materials shall be stored correctly.

- c. Dispose of trash and recyclable materials as stated in [C-A OPM 8.22](#) guidelines. Contact ECR ext. 2905, or EC ext. 7520 with any questions.
  - d. Break down cardboard boxes and bring them to collection area or leave in hall for janitors to pick up.
  - e. Maintain satellite areas and chemical lockers clean and up to date as per SBMS Subject Areas.
  - f. Keep rigging lockers and tool lockers arranged neatly and clean. Rigging equipment should be left hanging freely so no kinks or bends develop.
  - g. Assist supervisors and building managers in maintaining Security [C-A-OPM 1.20](#) requirements to secure, inventory, and control movement of Valuable Materials.
  - h. Report any discrepancies in the requirements listed above to your supervisor and building manager to get it corrected.
  - i. Ensure all chemicals are returned to chemical locker at end of work day.
- 3.2 Common area practices: (Common areas are all machine tunnels, experimental areas, and equipment buildings where many work groups perform work)
- a. Always inform the area building manager of work to be performed or check with your supervisor that this has been done.
  - b. Every employee as part of the work planning shall clean up their own debris/waste in common areas daily and at completion of the job.
  - c. Items that require activation checks prior to removal should be checked by HP and removed that day if possible. If HP is unavailable place a white tag located at all entrance gates to tunnels on item and fill in information including if item is waste or to be kept, inform HP of item and location and check daily to remove item. HP will sign the tag when it's checked and RAM tag it if radioactive.
  - d. Ensure you transport radioactive material or chemicals from these areas as per the Transportation Subject area. Contact EC ext. 7520 with any questions.
- 3.3 Conference rooms, kitchens, and break areas:
- a. Janitors sweep, mop, vacuum, and do general area cleanups routinely.
  - b. Employees and users using these areas shall clean up these areas by discarding all waste (coffee cups, etc.) to garbage cans, by placing chairs back where they belong, and by removing their paperwork from area.
  - c. Groups who own kitchen or break areas are required to clean and maintain their equipment (refrigerators, ovens, microwave, etc.) and keep these areas neat.

#### **4. Metal and Construction Debris Bins**

- 4.1 The Metal bins are there for clean recyclable metals. Suspect metals shall go to suspect metals yard not in the clean metals bins. You can place metal, wire, electronic components with all hazardous components removed (batteries, mercury switches, etc.) in the bins. Loose printed circuit boards with hazardous

components removed do not go in these bins but should be recycled by calling J. Quigley ext. 4527.

- 4.2 Only place construction debris in construction debris bins and metal in metal bins.
- 4.3 Always contact the area building manager when placing items in bins so he has the process knowledge to ensure no radioactive or suspect materials enter the bins.
- 4.4 No liquids or equipment containing liquids shall be placed in these bins. Contact EC ext. 7520 or ECR ext. 2905 to remove liquids before placing in bins (oil, water, chemicals, gases, mercury, etc.)
- 4.5 Items from home shall not be placed in bins for any reason. If found dumping non-BNL items in bins disciplinary action will be taken.
- 4.6 If the bins are full, either find another bin to put items in or wait until the bins are empty. Leaving materials outside of a bin on the ground is not permissible.
- 4.7 Contact the building manager or person responsible for the bin(s), if they are full or if there is a problem with the bin. The building manager will arrange for a pickup and return of the bin(s). With the best of planning this may take time so be patient.

**5. The following are examples of common Tier1, and OSHA housekeeping problems (the list is not exhaustive)**

- a. Storage of materials on top of lockers over 5 ft. tall.
- b. Storage of materials on transformers or electronic racks.
- c. Blocking access to electrical panels and disconnects.
- d. Extension cords either frayed or broken, and trip hazards because of location.
- e. Machinery guards not in place or not in proper position.
- f. Eye protection for machinery not clean or able to be seen through or stored outside of plastic bag to keep it clean.
- g. Access and egress areas blocked by materials.

**6. Documentation**

None

**7. References**

- 7.1 [C-A OPM 1.7](#) “Supervisors Practice For Working With Hazards.
- 7.2 [C-A OPM 1.8](#) “ Hazards Communication Procedure”
- 7.3 [C-A OPM-ATT 1.8.a](#) “ hazards Communication Checklist”
- 7.4 [C-A OPM 1.20](#) “ C-AD Policy for Accountability and Security of Valuable

## Materials

- 7.5 [C-A OPM 1.27](#) “Manager Walk-Around and Safety Observation Report”
- 7.6 [C-A OPM 2.28](#) “ C-A Procedure for Work Planning and Control of Operations”
- 7.7 [C-A OPM 2.31](#) “ C-A Building Management”
- 7.8 [C-A OPM-ATT 8.13.2.b](#) “ Activated Materials Rules”
- 7.9 [C-A OPM 8.20](#) “ Procedure For Handling and Disposal of Hazardous Waste”
- 7.10 [C-A OPM 8.20.2](#) “ Radioactive Waste Disposal”
- 7.11 [C-A OPM 8.20.3](#) “ C-A Aerosol Can Handling and Recycling”
- 7.12 [C-A OPM 8.20.4](#) “ C-A Propane Cylinder Handling and Recycling”
- 7.13 [C-A OPM 8.22](#) “ Procedure for Handling and disposal of Non-Hazardous and Recyclable Solid Waste.
- 7.14 [C-A OPM 9.4.1](#) “ Procedure for Conducting Safety inspections”
- 7.15 [C-A OPM 9.5.14](#) “ Process Knowledge certification Form”
- 7.16 [SBMS Subject Area](#) PCB Management
- 7.17 [SBMS Subject Area](#) Pollution Prevention/Waste Minimization
- 7.18 [SBMS Subject Area](#) Chemicals, Working With
- 7.19 [SBMS Subject Area](#) Hazardous Waste management
- 7.20 [SBMS Subject Area](#) Radioactive Waste management
- 7.21 [SBMS Subject Area](#) Mixed Waste management
- 7.22 [SBMS Subject Area](#) Industrial waste management
- 7.23 [SBMS Subject Area](#) Spill response
- 7.24 [SBMS Subject Area](#) ESH&Q (tier 1) Inspections

## 8. Attachments

None