

St Patrick's Catholic School

Housekeeping Policy



Date	31 September 2012
Version No	0
Responsible Person	Rodney Linhart
Approved By	Rodney Linhart
Review Date	2016
Related Documents	2a WHS Hazard and Risk Register, 2b Risk Assessment Matrix, 2c Generic Risk Management Plan

HOUSEKEEPING POLICY

PURPOSE

St. Patrick's Catholic School, Latrobe is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all individuals while at work. An important component of protecting the health, safety and welfare of all individuals while at work includes actively encouraging good housekeeping practices.

POLICY FRAMEWORK

St. Patrick's Catholic School, Latrobe will ensure so far as is reasonably practicable that good housekeeping practices are followed by all personnel to reduce the likelihood of any incidents and injuries in the workplace.

Workers in leadership/supervisory positions are responsible for enforcing good housekeeping practices as it is recognised that poor housekeeping creates hazards, which can lead to incidents and injuries in the workplace.

Good housekeeping practices will be adhered to at St. Patrick's Catholic School, Latrobe including the following practices:

- Work areas, storage areas and amenities will be kept and maintained in a clean and hygienic manner;
- Fire escapes, other doors, stairwells, aisles, walkways, corridors and other means of access and egress are to be kept clear and unobstructed at all times;
- Safety signs, fire extinguishers/hoses and emergency exits must never be obstructed;
- Portable equipment is to be returned to appropriate storage facilities after use. Material stored in open areas shall be stored in a tidy manner and in appropriate containers. Material or tools removed from their storage should be returned upon completion of the task for which they were removed;
- All spills must be cleaned up immediately and cleaning material disposed of correctly;
- Kitchens should be kept tidy and clean. Spills should be cleaned immediately. Microwave ovens and other cooking facilities should be cleaned after use as appropriate;
- Bathrooms should be kept tidy and monitored to ensure they are so. When cleaning is required this should be reported to the appropriate person, and all cleaning should be undertaken by persons utilising appropriate PPE;
- Electrical cords, hoses and pipes are not to be placed in areas or used in such a way where they may be subjected to damage or cause a trip hazard;
- Personal protective equipment shall be maintained in good working order. When not in use, personal protective equipment is to be stored in a clean and hygienic manner;
- Work shall be carried out in an area suitable configured and of a suitable size for the activity, so as not to cause accident or injury;

- All rubbish should be disposed of as soon as possible and placed in correct bins;
- Compressed air and fire hoses must not be used for any housekeeping activity or for dusting down clothing.

Housekeeping should be performed on a daily basis as part of normal work practices or at the end of each work shift.

POLICY RESPONSIBILITY

Responsibility for the implementation of the policy rests with Michelle Wootton. Responsibility includes the development of appropriate procedures for the implementation of this policy, an annual program of action to ensure implementation, and monitoring as necessary.

RELATED AND SUPPORTING POLICIES AND DOCUMENTS

At a minimum at the start of each term and mid-term the following checklists will be used to ensure compliance with the Policy:

- 17b Checklist Classroom Housekeeping
- 17c Checklist Library Housekeeping
- 17d Checklist Staffroom Housekeeping
- 17e Checklist Multipurpose Housekeeping
- 17f Checklist Art Housekeeping
- 17g Checklist Auditorium Housekeeping

Form 17a Housekeeping Checklist Fortnightly Walk Around, is to be used by the Principal or direct delegate on a fortnightly basis to ensure sound housekeeping across the school site is maintained.

POLICY REVIEW

POLICY DATES			
<i>Formulated</i>	2012	<i>Adopted</i>	2012
<i>Implemented</i>	2012	<i>Reviewed</i>	
<i>Next Review Due</i>	2016		
POLICY AUTHORISATION			
<i>Principal</i>	Rodney Linhart	<i>Signature</i>	

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