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Brunel Energy, Inc.

General Housekeeping

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1. Purpose

- 1.1. Brunel Energy, Inc., hereinafter referred to as, the “Company,” has established a program compliant with OSHA to establish standards and rules of housekeeping for workers to follow in performing their duties that will ensure that its workplaces are kept in a safe, neat, sanitary, and orderly condition at all times.

2. Applicability

- 2.1. This policy applies to employees, subcontractors and/or visitor(s) of the Company. For the purposes of this policy, an employee shall be considered on the job whenever he/she is:
 - 2.1.1. On or in, any Company or client property, including parking areas; or
 - 2.1.2. On Company time even if off Company premises (including paid lunch, rest periods and periods of being on call).
- 2.2. As a condition of employment, Company employees are required to abide by additional governmental or customer policies and requirements that may be imposed at a worksite in addition to the requirements of these policies and procedures. Nothing set forth in this policy constitutes, construes, or interprets in any way as a contract of employment.

3. Definitions

- 3.1. **Housekeeping** is more than just cleanliness. It includes keeping work areas neat and orderly; keeping hallways and floors free of slip and trip hazards; and removing waste material (e.g., paper, cardboard) and other fire hazards from work areas. It also requires attention to important details such as the layout of the whole workplace, the adequacy of storage facilities, and maintenance.
- 3.2. **Good housekeeping** is also an ongoing operation, not a hit-and-miss cleanup done occasionally. Periodic “panic” cleanups are costly and ineffective in reducing injuries, illnesses, and incidents.

4. Responsibilities

- 4.1. The Company shall
 - 4.1.1. provide the resources to implement this policy effectively; oversee and review this Policy periodically.
- 4.2. Manager(s) shall
 - 4.2.1. be responsible and help accountable for the overall implementation and enforcement of this Policy.
- 4.3. HSE Supervisor(s) shall
 - 4.3.1. Conduct daily inspections to monitor housekeeping in their work areas, departments, and operations.

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- 4.3.2. Conduct or arrange for the conducting of reviews, spot checks, inspections, and other necessary actions to monitor housekeeping in their work areas, departments, and operations.
- 4.3.3. Recommend and implement corrective actions of housekeeping problems identified.
- 4.3.4. Enforce housekeeping standards and the terms of this Policy including, where necessary, via the imposition of discipline:
- 4.3.5. Ensure that all personnel they supervise are familiar with and trained to fulfill their housekeeping responsibilities.
- 4.4. Employee(s) shall
 - 4.4.1. Receive training on how to exercise proper hygiene and housekeeping in their work areas in accordance with the procedures set forth below.
 - 4.4.2. Obey all Company policies, procedures, signs, and supervisors' orders by:
 - 4.4.2.1. not eating or drinking in areas where eating and drinking are banned.
 - 4.4.2.2. Refraining from leaving objects in floors, platforms, walkways, ramps, stairways, stairs, and other areas that create slipping or tripping hazards or engaging in other poor housekeeping that may create a safety or health hazard.
 - 4.4.2.3. Identify and correct sanitary and housekeeping hazards.

5. Requirements

- 5.1. The Company, the owners, corporate officers and directors, upper managers and other representatives of the company who may be deemed "employees" will perform their employer duties by:
 - 5.1.1. Providing the resources necessary to implement this policy effectively.
 - 5.1.2. Overseeing and reviewing this Policy:
 - 5.1.3. Leading by example good housekeeping practices in their own work.

6. Procedure

- 6.1. All Company employees will work together to ensure that among other things:
 - 6.1.1. Suitably effective methods are used each day to remove dirt and debris from all floors, working surfaces, stairways, and passages.
 - 6.1.2. All eating areas are appropriately cleaned at least once a day.
 - 6.1.3. Floors are washed, vacuumed, or otherwise cleaned at least once a week.
 - 6.1.4. All inside walls, partitions, ceilings, partitions are kept clean.
 - 6.1.5. Rubbish and waste material are removed from work sites as soon as possible.
 - 6.1.6. All work areas and public access areas are checked daily to ensure good housekeeping practices.

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- 6.1.7. Excess stock is stacked neatly in the storage area or warehouse to prevent items from falling.
- 6.1.8. All workplace entrances and exits are kept free of materials, equipment items, waste accumulations and conditions that might endanger workers or restrict their movement.
- 6.1.9. All floors, platforms, walkways, ramps, stairways, stairs, and other areas are kept clean.
- 6.1.10. All floors, platforms, walkways, ramps, stairways, stairs, and other areas are kept free of slipping hazards caused by slick conditions, like spills, oils and other liquids and such hazards are immediately cleaned up and reported, as necessary.
- 6.1.11. All floors, platforms, walkways, ramps, stairways, stairs, and other areas free of ice and snow in the winter and such hazards are immediately cleaned up.
- 6.1.12. Mats, pads, rugs, and other items on the floor are checked regularly for hazardous ripples, curling, and other tripping hazards and such hazards are immediately addressed, including where necessary, removing, or replacing the item.
- 6.1.13. Shelves, floors, work areas and other surfaces are kept clean and free of dust and any dust accumulations are immediately cleaned or reported, as necessary.
- 6.1.14. Product is not piled within the restricted distance from the ceiling to ensure that the sprinklers provide the required protection.
- 6.1.15. All Wet Floor, No Eating, No Entry, and other signs are recognized and obeyed by all personnel.
- 6.1.16. Signs themselves are not posted to create a tripping or other hazard.
- 6.1.17. The locations of spill kits are known by all personnel who have spill clean-up duties.
- 6.1.18. A Safety, sanitary, and orderly workplace is maintained by Clean up during the shift, day to day clean up; waste disposal, removal of unused materials, inspection to ensure clean-up is complete.
- 6.1.19. Implementation and enforcement of daily housekeeping routine is conducted.
- 6.1.20. The end of the shift is considered complete only when the work area is cleaned up, and tools and equipment are returned to their proper storage place.

7. Training

- 7.1.1. Each worker of the Company affected by this Policy will receive training and instruction necessary to fulfill their responsibilities under this Policy. Housekeeping practices will be evaluated during the monthly workplace inspection and regular observations.
- 7.1.2. This Housekeeping Policy will also be reviewed annually and more frequently where circumstances indicate that more frequent review is necessary.

8. Reference

- 8.1. Model Policy on Housekeeping & Sanitary Workplace