



OPERATIONAL CONTROL PROCEDURE

Doc. No.: HSEOCP:13

Rev. No.: 00

Rev. Date: 10/01/2018

OCP No. : 13

GOOD HOUSE KEEPING

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Purpose	To ensure proper placing and stacking of material at sites	Scope	ISG
Responsibility	Concerned Site Incharges		
Performance criteria	Exception points at management reviews.		
Cross reference	OHSAS : 18001		

PPEs and Precautions

	Insulated rubber gloves		Eye protection as identified in SDS must be worn at all times		Use safety harness as required
	Wear Safety helmet at all times				

Procedures and Controls

S. No.	Activity	Responsibility
1.	Unload the materials where it is required. Materials normally tend to be dumped wherever space is open or where riggers find it most convenient to unload. This lead to poor storage, poor housekeeping and damage to materials	Site Incharge
2.	Stack the raw materials like cement etc. as per standard code to avoid deterioration of materials and to ensure safety of personnel handling the materials	Site Incharge
3.	Keep the materials orderly and well stacked	Supervisor
4.	While stacking the materials, ensure that there is no hindrance in passages for movement of people	Supervisor
5.	Dispose of bands, binders and other packing materials as soon as supplies are unwrapped	Supervisor
6.	Place adequate number of suitable scrap bins, biodegradable waste bins and non – biodegradable waste bins in work area	Supervisor
7.	Remove waste /scrap, generated during erection activities regularly from working area	Supervisor
8.	Clean the work places and passages that are slippery due to oil or water spillage. Sand or saw dust can be used for cleaning oil	Supervisor
9.	Secure loose or light materials on open roofs and open floors against wind	Supervisor
10.	Always keep the elevated working platforms free from unwanted tools, materials and scrap	Supervisor
11.	Never throw materials or scrap from elevated locations to lower elevations. Take suitable measures to lower such items safely	Supervisor
12.	Dedicated housekeeping gangs sub-contractor wise to be ensured	Engineer/Site In-charge

Site Safety department to regular housekeeping of all work areas and ensure control as per this OCP.

In addition, relevant records pertaining to actions taken to be prepared and kept.



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Records (sample):

Record Title	Record No.	Location	Responsibility	Retention Period
Housekeeping records, area-wise and date-wise				
Housekeeping manpower sub-contractor wise				

Verification, Corrective and Preventive Action:

HOD / Site In-charge shall ensure effective implementation of the above procedure. In case of any deviation, shall take suitable corrective and preventive action.

Revision History

Revision Date	Revision No.	Old Text	New Text	Reason	Revised by (with sign)