




Bangladesh Power Development Board

**INTEGRATED MANAGEMENT SYSTEM
(BASED ON ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018
STANDARDS)**

HOUSEKEEPING PROCEDURE

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1.0 Purpose

The purpose of this procedure is to optimize safety and productivity inside BPDB and its offices by establishing the minimum office and housekeeping requirements that should be implemented on a daily basis for maintaining high standards of housekeeping and office safety.

2.0 Scope

This procedure applies to all the employees and contractors of BPDB.

3.0 Terms, Definition

None

Abbreviations

BPDB – Bangladesh Power Development Board

MR – Management Representative

4.0 Responsibility

- **Plant Manager/Technical Advisor**

The Plant Manager/Technical Advisor shall ensure that a neat and orderly work environment is recognized and acknowledged by all employees and that adequate time and materials are available to arrange, store and maintain items as well as the entire property in clean and good order.

- **Employees**

Employees shall maintain their work area in clean and orderly condition at all times.

- **MR**

The MR shall ensure that supplies or materials needed to maintain good housekeeping are made available.


- **Operation Manager**

The Operation Manager shall ensure that work areas are maintained in good operating condition, materials are properly stored and all areas are clean and orderly.

- **Maintenance Manager**

The Maintenance Manager shall ensure that maintenance work areas are maintained in good operating condition, materials are properly stored and all areas are clean and orderly. He shall ensure that operational areas in which maintenance has been performed and returned to Operations in clean, orderly condition with all waste and tools removed.

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5.0 Procedures

5.1 General Requirements

The following are general requirements for good housekeeping and office safety:

- Maintaining orderly arrange of material and equipment at all times
- Tools, materials, equipment, buildings, vehicles and property shall be kept clean and in good order.
- Hoses shall be coiled and hung.
- Portable fans must have guards with openings less than 1.2cm.
- Rolling steps, ladders and stands must have brakes that engage when applying weight.
- Stacked material should be cross-tied or otherwise secured to prevent falling.
- Protruding metal straps, staples, nails, splintered wood should be removed from boxes, packing cases, crates, board, etc.
- Spills shall be cleaned immediately.
- Tools, office supplies, materials and equipment shall be stored in an orderly manner in tool houses, store houses, office supply rooms, work shop or other acceptable locations when not in use.
- Tools and materials shall be assigned storage locations and not be scattered around work areas where they can be damaged or cause tripping.
- Product leaks and seeps from valves, flanges, vessels, hoses and other sources shall be corrected immediately and the contaminated area cleaned. If clean up cannot be done immediately, clean the area and catch the leaking material in an appropriate container.
- Appropriate areas should be painted to protect the surface.
- Equipment and structures should be maintained in good overall condition.
- All exists shall be clearly marked and lighted.
- No materials, tools or equipment should be stored where they can obstruct exits, aisle ways or access to fire extinguishers, fire hoses or other safety equipment.

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5.2 Office Areas

Good housekeeping in office areas include the following:

- Desk and file drawers shall have safety stops.
- File cabinets shall be bolted together weighted or attached to the wall for stabilization and shall be filled starting with the bottom drawer.
- Floor finishes shall have anti-slip qualities.
- Loose carpet, defective tiles or boards, warped and worn floor mats shall be repaired or replaced immediately.
- Arrange typewriters, computers, copy machines, and other electrical equipment to avoid the use of extension cords. Place receptacles for this equipment and telephone equipment in the wall or under desks.
- Outlets must be grounded and accommodate three wire grounding plugs when possible.
- All glass doors must have a conspicuous design to prevent personnel from walking into them.
- Waste baskets shall be emptied daily.
- Keep unused materials at a minimum.
- Equip paper cutters with a locking device and keep them blade down and locked when not in use.
- Replacement office equipment and furniture shall be ergonomically designed. Office chairs shall be adjustable.
- Replace cracked glass tops on desks and tables.

5.3 TRAINING

5.3.1 EMPLOYEES

Training on housekeeping procedures shall be received by all employees.

5.3.2 Shift Charge Engineer and Supervisor

Training shall ensure for all employees on housekeeping procedures and provide refresher training by shift charge engineers and supervisors.

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6.0 Reference

ISO 45001: 2018 Standard

7.0 Appendix

None

8.0 Revision History

SI No.	Revision Number	Section	Change Made	Date of Creation

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