



**STEEL HAWK ENGINEERING SDN. BHD.**  
EPCC INTEGRATED ENGINEERING TURNKEY CONTRACTOR

## **HOUSEKEEPING POLICY.**

As commitment to the continuous improvement of safety, health and environment to all employees, contractors and visitors, **Steel Hawk Engineering Sdn Bhd** 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 recognized that poor housekeeping creates hazards, which can lead to incidents and injuries in the workplace.

**Steel Hawk Engineering Sdn Bhd** therefore committed:

1. Work areas, storage areas and amenities will be kept and maintained in a clean and hygienic manner;
2. 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;
3. Safety signs, fire extinguishers/hoses and emergency exits must never be obstructed;
4. 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;
5. All spills must be cleaned up immediately and cleaning material disposed of correctly;
6. 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;
7. 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 utilizing appropriate PPE;
8. 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;
9. 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;
10. 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;
11. All rubbish should be disposed of as soon as possible and placed in correct bins;
12. Compressed air and fire hoses must not be used for any housekeeping activity or for dusting down clothing.
13. Housekeeping should be performed on a daily basis as part of normal work practices or at the end of each work shift.

SALIM BIN KHAIRUDDIN  
**CHIEF EXECUTIVE OFFICER**  
**STEEL HAWK ENGINEERING SDN BHD**

29<sup>th</sup> August 2018