



# H O U S E K E E P I N G

## HOUSEKEEPING POLICY

The Port Lincoln Children's Centre, have recognised that in order for people to work safe, the areas they work in must be kept in order to prevent accidents which may be caused by nothing more than general untidiness. As part of every employees daily duties, it is acknowledged by Management that general housekeeping be to a level to ensure injuries from such areas be eliminated.

The following are areas which have been identified as main areas of concern:

- In the kitchen and food preparation areas all waste must be put in bins as soon as is practicably safe, and not overloaded
- All leads, chords and hose should be coiled after use, and suspended for use if possible.
- All material or utensils not being used to be put back in racks.
- All rags to be placed in a rag bin, which is to be situated away from any source of ignition (maintenance, cleaning)
- All paper waste to be placed in paper only bins and stored next to rag bins
- All walkways and tarmac areas to be kept free of debris of all sorts; i.e. paper, food scraps, leads, furniture, spills etc
- On all areas, leads and hoses to be coiled and or stowed when not in use, and all spills are to be cleaned up immediately
- Lunch room is to be kept neat and tidy with cups and dishes to be washed immediately. Bins to be emptied everyday. No smoking in any enclosed area of the complex
- Toilets and bathroom areas to be kept clean and tidy at all times. Cleaned and disinfected as required (this include public and private)

Employees of The Port Lincoln Children's Centre are expected to treat and keep their work areas in such a state as to promote the high standards the company places on other sections of it. Failure to do so will be seen as a lack of commitment to The Centre's policies and procedures.

Signed by Joanne Smith : Director

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Date: 01-02-2017

Date for review: 01-02-2018