

Housekeeping Standard	Document No.: RSW-SAF-065-DT	Approval Date: 07/25/16	Page 1 of 5
	Revision No.: 9	Next Revision Date: 07/25/21	
	Document Custodian: Environmental, Safety and Security		

1.0 PURPOSE

The purpose of this standard is to provide requirements that will ensure that expectations in regards to refinery housekeeping are upheld and maintained on a daily basis. This standard will provide rules for refinery personnel to use as guidance for properly maintaining housekeeping throughout all areas of Detroit refinery property.

2.0 SCOPE

This standard represents a composite of refinery industry safe practices for this type of work task or activity. This is considered to be minimum acceptable standard for the Detroit refinery, under normal conditions. More stringent requirements may augment this standard for any situation. If a special need or problem is encountered, consultation with the Safety Department must be considered before proceeding, keeping in mind that any alternative procedures must be at least as effective as these instructions in providing a safe work environment. All contractors working at the Detroit refinery are expected to comply with this procedure.

3.0 PROCEDURE

3.1 Area Customization

3.1.1 Each area of the refinery (e.g., individual complexes, maintenance shops, warehouses, laboratory, tank farms, offices and general grounds), must use this standard and the team safety inspection (located on the safety website) to establish acceptable conditions.

3.2 Safety Equipment

3.2.1 All Safety Equipment must be clearly marked and unobstructed, this includes:

3.2.1.1 Emergency showers and eyewashes

3.2.1.2 SCBA Equipment

3.2.1.3 Fire Extinguishers

3.2.1.3 Emergency Exits

3.2.2 First Aid, Bloodborne Pathogens kit, and AEDs must be accessible and current.

3.2.3 Wind socks shall be clearly visible and functional.

3.3 Refinery Grounds

3.3.1 Designated smoking areas must be maintained with proper disposal of cigarette butts and wrappers into approved containers.

3.3.1.1 Cigarette butt and wrapper containers must be periodically emptied and cleaned out.

- 3.3.2 Landscaping must be maintained (Grass mowed, trimmed and / or treated) and tank dikes kept in good condition.
- 3.3.3 Manhole covers, trench covers and other covers must be in place, unless work is occurring in that area. Appropriate safety precautions must be taken to protect personnel in the area (e.g., barricades).
- 3.3.4 Pump lubricating bulbs must be clean and filled to appropriate level.
- 3.3.5 Hoses (steam, water, air, nitrogen, etc.) must be properly stored on racks or designated areas when not in use.
- 3.3.6 Compressor decks and pump bases must be free of oil, water and debris.
- 3.3.7 No buckets, pans, or pails are to be filled with liquids, trash, debris, absorbent pads, etc. unless secured, labeled or in use.
- 3.3.8 No loose insulation or insulation jacketing.
- 3.3.9 Tower skirts must be free of debris and tools.
- 3.4 Walkways and Roadways
 - 3.4.1 Area and walkway lighting must be adequate.
 - 3.4.2 Tripping hazards shall be eliminated or at least clearly marked and barricaded if they cannot be eliminated.
 - 3.4.3 Parking area pavement must be kept free of oil and standing water. Drains must be kept open and free draining.
 - 3.4.4 Snow and ice must be removed and ice melting agent applied to primary refinery property to assist in eliminating slipping hazards.
 - 3.4.5 Walkways must be kept free from flow or accumulation of water.
 - 3.4.6 Gratings and catwalks must be level, secure, and provide good footing.
 - 3.4.7 Material must not be stored where it will obstruct walkways, roadways, stairs, ladders, fire equipment exits, electrical breakers, etc. Maintain a clear space at least 3 feet on the sides and in front of electrical breakers.
 - 3.4.8 Exposed hot surfaces near walkways must be insulated or posted with warning signs if appropriate.
 - 3.4.9 Stairways and tower landings must be clear of debris and obstructions.
- 3.5 Offices / Administrative Areas
 - 3.5.1 These areas must use their Team Safety Inspection as a guide to maintain good housekeeping.
- 3.6 All work areas

- 3.6.1 During working hours, at the end of the work day and upon completion of the job assignment, check for:
 - 3.6.1.1 All tools put away when not in use.
 - 3.6.1.2 Excess material removed from site.
 - 3.6.1.3 General clean-up of area.
 - 3.6.2 All materials must be organized and properly stored.
 - 3.6.2.1 Ladders must be stored in proper locations, see ladder storage in fall protection guideline [RSW-SAF-066-DT Fall Protection](#).
 - 3.6.2.2 Tools must be picked up and stored in their appropriate location.
 - 3.6.2.3 Supply / storage cabinets shall be neat and in good order.
 - 3.6.2.4 Dirty or oily absorbent materials and rags must be put in proper containers for pickup.
 - 3.6.2.5 Unused materials and debris from maintenance work must be cleaned up to effectively complete the job and close a work order.
 - 3.6.2.6 Material on all vehicles must be carefully loaded and secured so that it will not shift or fall.
 - 3.6.2.7 Materials including scrap and debris must be piled, stacked or placed in a container in a manner that does not create additional hazards.
 - 3.6.2.8 Material which may be dislodged by wind and that could create a hazard when left in an open area must be secured.
 - 3.6.3 All lunch rooms and restrooms must be kept clean.
 - 3.6.4 Unused wooden pallets, boards, etc. must be removed from process units or tank containment areas.
 - 3.6.5 All unnecessary scaffolding must be removed. Scaffolds must be properly tagged and free of debris, tools and oil.
 - 3.6.6 Using compressed air in excess of 30 psig for cleaning is prohibited. Use a pressure reducing gun provided for this purpose. Wear goggles when using compressed air and never direct the air discharge at any personnel for any purpose.
- 3.7 Waste
- 3.7.1 Prior to beginning a job, provisions must be made to clean, contain, and control all potential oil and chemical spills or leaks.
 - 3.7.2 All trash must be placed in appropriately labeled containers.
 - 3.7.2.1 Metal drums must not be used as trash receptacles.

3.7.2.2 Garbage capable of rotting or becoming putrid must be placed in a closed container.

3.7.2.3 Container contents must be disposed of regularly and frequently.

3.7.3 Scrap metal, piping, iron, etc., are to be placed in containers dedicated for such materials. All trash connected to the metal, piping, iron, etc., must be removed and placed into trash containers.

3.7.4 Contaminated material (hydrocarbon, waste products, etc.) should be isolated and the Environmental Department notified for removal instructions.

4.0 DEFINITIONS

None

5.0 REFERENCES

5.1 Michigan Refining Division Environmental Safety and Security Rules and Procedures, REW-WG-001-DT, Waste Handling and Disposal.

6.0 ATTACHMENTS

None

7.0 REVISION HISTORY

Revision number	Description of change	Written by	Approved by	Revision Date	Effective date
1	Grammar Correction	E. Dvorak	Safety	9/8/2007	9/8/2007
2	Adjust Hyperlinks	E. Dvorak	Safety	9/19/2007	9/19/2007
3	Updated Document Number	E. Dvorak	L. Mazur	01/05/10	01/05/10
4	Categorized, Added 3.3.1, 3.6.1, 3.6.2.7, 3.6.2.8, 3.6.6, 3.7.4.1, 3.7.13, 3.8.2.2, and 5.1 Approved by Steering Committee 10/10	A. Tys	J. Marra	09/21/10	09/21/10
7	Reviewed procedure and deleted section 3.7 Flammable and Combustibles as this is already stated in the Flammable and Combustibles procedure.	A. Tys	S. Windom	8/17/13	09/13/13

	Updated REV # to match Document Librarian				
8	Updated header per RGD-1051-DT, corrected dates in footer	F. Ebbert	J. Rabideau	11/01/15	11/01/15
9	Scheduled review no changes	F. Ebbert	J. Rabideau	07/25/16	07/25/16