

#99938

EBB-1

SHOPS HOUSEKEEPING PROCEDURE

Scope

This operating procedure applies to all staff and students working in power mechanics shops, welding shops, and wood shops operating within the St. James-Assiniboia School Division.

Recyclables

Recyclables and waste products shall be collected and removed when deemed necessary by the teacher in charge.

Spills

All spills will be cleaned up according to the St. James-Assiniboia School Division Spill control policy.

Safe Work Zones

All "safe work" zones shall be kept clear of non-essential material. "Safe Work" zones are areas identified as such by yellow markings on the floor.

Daily

Upon arrival each day the teacher in charge shall conduct an inspection of the workplace. At that time teachers will "red flag" any housekeeping issues that need immediate attention and will ensure that deficiencies are corrected before the start of classes.

Before the conclusion of morning classes, a general shop clean-up will be conducted by the students under the direction of the teacher in charge. The clean-up procedures will include but are not limited to the following:

All tools shall be returned to storage

All hoses shall be rolled and hung up

Rags will be collected and placed in the rag container

Trouble lights will be returned to storage

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Creepers, floor jacks, jack stands will be returned to storage
All "portable" equipment shall be returned to the appropriate area
Any other housekeeping issues identified by the teacher in charge

Before the conclusion of afternoon classes, a general shop clean-up will be conducted by the students under the direction of the teacher in charge. The clean-up procedures will include but are not limited to the following:

All tools shall be returned to storage
All hoses shall be rolled and hung up
Rags will be collected and placed in the rag container
Trouble lights will be returned to storage
Creepers, floor jacks, jack stands will be returned to storage
All "portable" equipment shall be returned to the appropriate area
Any other housekeeping issues identified by the teacher in charge

Weekly

Before the end of the final class each week the following procedures will be performed under the direction of the teacher in charge:

All tools shall be returned to storage
All hoses shall be rolled and hung up
Rags will be collected and placed in the rag container
Trouble lights will be returned to storage
Creepers, floor jacks, jack stands will be returned to storage
All "portable" equipment shall be removed and the floor shall be swept and mopped

Monthly

In addition to the weekly clean-up schedule, all oil separators will be drained.

End of school year

The end of the year clean-up shall include all procedures for the monthly and weekly clean-up. In addition the shop will be power-washed.

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