

**Note: Delete this page once you complete tailoring the template for your own business**

### **General Information**

This policy is designed to ensure good housekeeping practices are implemented by all workplace participants.

It is best to consult and review the policy with workplace participants before implementation. You should amend the policy to suit your individual business needs.

### **How to complete this template**

#### **Designed to be customised**

It is completely customisable based on your specific requirements.

#### **Include what you must and can comply with**

This document should be used in conjunction with your contract of employment, and any specific company procedures and processes. Only include the commitments you are confident you can comply with, make sure you update and review the document regularly.

**Important:** You may have legal obligations to your employees under an employment or industrial agreement such as an award, workplace agreement or employment contract. Make absolutely certain what's written in this document is consistent with these. If you're unsure what covers your employees, FIAA Members can contact FIAA's workplace advice team on 1300 FIAA 4U or on 02 4340 2000 for further advice/assistance.

#### **To complete the template:**

1. Using Word's Replace function, search for (INSERT COMPANY NAME) and replace with your company name.
2. Replace (items in brackets) with your own wording.
3. Once you have finished work on the template, delete the first TWO pages of the document.

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## Housekeeping Policy

### 1. Purpose

- 1.1 (Insert company name) aims to ensure that good housekeeping practices are adopted by all workplace participants to reduce the likelihood of incidents and injuries at the workplace.

### 2. Commencement of Policy

- 2.1 This Policy will commence from XX/XX/XXXX. It replaces all other Housekeeping Policies of (insert company name) (whether written or not).

### 3. Application of Policy

- 3.1 This Policy applies to employees, agents and contractors (including temporary contractors) of (insert company name), collectively referred to in this policy as 'workplace participants'. This policy does not form part of an employee's contract of employment. Nor does it form part of any other workplace participant's contract for service.

### 4. Policy

- 4.1 All workplace participants are responsible for enforcing good housekeeping practices as it is recognised that poor housekeeping creates hazards which can lead to injuries in the workplace.
- 4.2 Good housekeeping practices include the following, but are not limited to:
- (a) Work spaces, storage and amenities will be kept and maintained in a clean and hygienic manner at all times.
  - (b) Appropriate waste disposal facilities will be provided and used.
  - (c) Oils, greases, flammable or chemical spills must be cleaned up immediately and disposed of correctly.
  - (d) Portable equipment is to be returned to appropriate storage facilities after use.
  - (e) Adequate working space for the work activity being performed is to be maintained at all times.
  - (f) Work areas including doors, stairwells, aisles and other means of egress are to be kept clear and unobstructed at all times.
  - (g) Electrical cords, hoses and pipes are not to be placed in areas where they may be subjected to damage or cause a trip hazard.
  - (h) 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.
  - (i) All rubbish will be cleared away as soon as possible and placed in correct bins.

**\* This is only a preview of the document, you will need to purchase the document to see all the content.**

*\*Please Note: As a Business Plus or Premium FIAA Member you can download all the policies on our website for free or have them customised specifically for your business at no additional charge. FIAA Members can also request policies and resources which are not on our website through our HR Department. This is just one of the many services that are included with our annual membership subscription.*