 جامعة الشارقة UNIVERSITY OF SHARJAH	Policy Main Title	Central Labs	Effective Date	01-Nov-19
	Policy Subject	Labs Housekeeping	Last Review date	01-Nov-22
	Policy Number	UOS/CLD/SS/06	Next Review date	01-Nov-23
	Responsible Entity	Central Laboratories Directorate - Safety Section	Approved By	Deanship of Academic Support Services

## Overview

Housekeeping is not just about cleanliness. It includes keeping work areas neat and orderly, maintaining halls and floors free of slip and trip hazards, and removing waste materials (e.g., paper, cardboard) and other fire hazards from work areas. Effective housekeeping can help control or eliminate workplace hazards. Poor housekeeping practices frequently contribute to incidents. Good housekeeping is also a basic part of incident and fire prevention. Housekeeping is an ongoing operation: it is not a one-time or hit-and-miss cleanup done occasionally. Periodic "panic" cleanups are costly and ineffective in reducing incidents.

This policy describes the importance of good housekeeping and how CLD is implementing housekeeping practices and the responsibilities of lab staff and lab faculty members to enhance good housekeeping in labs. What should lab staff do before leaving the lab, after work, and before going on vacations. This procedure explains how to maintain good housekeeping practices, including hazardous waste handling, spillage control, electric wires, slip trip fall hazard control, etc. in teaching and research laboratories and who are responsible for spillage control and cleaning in laboratories.

## Scope

This policy and procedure apply to all lab users (Lab faculty members, Lab Staff, CLD, Students, Visitors, and contractors), CAA, the Ministry of Education, etc. associated with labs that come under the Central Labs Directorate, University of Sharjah.

## Purpose

The main purpose of the policy is to:

- Describe the importance of good housekeeping among the lab's staff.
- Reduce tripping and slipping incidents in clutter-free and spill-free work areas.
- Ensure that all labs are running smoothly and uncluttered during and after work in labs
- Promote more efficient workplace, equipment cleanup and maintenance.
- Ensure that no waste accumulation inside the labs and clean the lab regularly.


## Definition

- Housekeeping:** General care, cleanliness, orderliness, and maintenance of workplace, business, property, site, or area.
- Hazardous Waste:** Residues or ash from the various activities and operations retaining properties of hazardous materials.

**Note:** Hazardous wastes may be further identified based on their characteristics (e.g., as determined by laboratory analysis) or based on 'Listings' (e.g., of the source waste stream or content of specific components).

## Abbreviation

**CLD** – Central Laboratories Directorate

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**DCLD** – Director Central Laboratories Directorate

**DASS** – Dean of Academic Support Services

**LSO** – Lab Safety Office

**LS** – Lab Staff: (Lab Supervisors, Lab Officers, Lab Engineers, Clinical Tutors, Lab Technicians, and research assistant)

**LFM** – Labs Faculty Member (Professor, Associate Professor, Assistant Professor, Lecturer and Researchers)

**FMPD**– Facilities Management & Planning Department

### Reference


- OSHAD-SF- Laboratory Safety, Ver-3; May 2017; Clause 5.5.9 (Slips, Trips & Falls), Clause-8 (House Keeping).
- Other applicable Policies and Procedures of Central Laboratories Directorate
- Education Sector Environment, Occupational Health & Safety Management System General Framework Version 2.0 / January 2020 (Risk Management Program for Scientific Laboratories).
- Operation of Educational Establishments during the Pandemic: Protocols & Procedures
- ISO 45001-2018; Clause: 7.2 (Competence), Clause: 7.3: (Awareness)
- Central Labs Chemical Hygiene Plan 2019.
- Central Labs Lab Safety Manual 2020
- UAE Fire and Life Safety Code of Practice Sep-2018.
- Stipulation 7: Health, Safety and Environment, CAA Standards for Institutional Licensure and Program Accreditation Dec 2019

### Policy


- a) Safety section shall encourage all lab users to practice good housekeeping in labs during and after work.
- b) Safety section should ensure clutter free emergency exits, aisles, and corridors in labs.
- c) Safety section ensures that labs are kept in a safe, neat, sanitary, and orderly condition always.

### Procedure

<b>RESPONSIBILITY</b>		<b>ACTION</b>
	<b>1.0</b>	<b>Labs Housekeeping Procedure</b>
LS/LFM	1.1	Responsible for maintaining good housekeeping practices in the labs at all times by keeping lab working areas clean and uncluttered.
LS/LFM	1.2	Ensures all lab users understand the importance of cleanliness and proper housekeeping of labs.

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<u>RESPONSIBILITY</u>		<u>ACTION</u>
LS/LFM	1.3	Clean up chemical or biological spills that may happen immediately as per appropriate procedures and best practices to ensure good housekeeping. <b>Note:</b> Cleaning services providers are not allowed to clean chemical or biological spills. The only designated lab staff is authorized to clean spills.
LS/LFM	1.4	Limits the cleaning services to sweep and emptying the trash. <b>Note:</b> Cleaning services are not allowed to do any lab activities such as washing apparatus, handling chemicals and biological materials.
LS/LFM	1.5	Clean up your work area immediately and make sure all tools, equipment, and supplies are returned to their proper storage before leaving the lab.
LS/LFM	1.6	Ensures Labs emergency equipment (fire extinguisher, safety shower and eyewash station, electricity panels, gas shutoff valve, etc.) are not obstructed with any objects.
LS/LFM	1.7	Ensures all electrical wires are well organized, floors are dry and clear from obstructions to avoid slip, trip and fall hazard.
LS/LFM	1.8	Ensures that all lab routes and exits are always clear to allow for prompt evacuation in case of a spill, fire, or other emergency.
LS/LFM	1.9	Ensure that workbenches, fume hood and biological safety cabinet are kept uncluttered. <b>Note:</b> Do not use fume hood working bench and biological safety cabinet for storage of any materials.
LS/LFM	1.10	Ensures sinks are cleared of all types of dirt and waste.
LS/LFM	1.11	Ensure no one disposes of any hazardous material in the sink as it must be disposed of according to the "Hazardous Waste Disposal Policy and Procedures"
LS/LFM	1.12	Ensures garbage, waste and surplus equipment and materials are removed regularly.
LS/LFM	1.13	Are responsible to ensure the proper housekeeping before going to leave and submit "Pre-Vacation Labs Shutdown Checklist" to central labs. <b>Note:</b> Form is available on the <a href="#">CL Safety Portal</a> .
	<b>2.0</b>	<b>Monitoring and Control</b>
LS/LFM	2.1	No incident takes place due to improper housekeeping and report any incident to LSO or DCLD.
LSO & DCLD	2.2	Reviews the reports related to incidents that occur due to improper housekeeping and takes appropriate action as deemed necessary.

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<u>RESPONSIBILITY</u>		<u>ACTION</u>
	<b>3.0</b>	<b>Records</b>
LSO	3.1	Ensures that electronic version and / or hard copy of following records are maintained for a period of three years. <ul style="list-style-type: none"> <li>• Incident Report</li> <li>• Pre-Vacation Labs Shutdown Checklist</li> </ul>
LSO	3.2	Disposes records after expiry of retention period. Disposal may include: <ul style="list-style-type: none"> <li>• Send to store</li> <li>• Destroy the records</li> <li>• Shred the records</li> <li>• Archive the records</li> </ul>

#### Document Amendment Record

Date	Description of Amendment	Pages Affected
28-06-2022	Add overview, Purpose, Scope, Reference, and Policy statements	1-2