Policy Name: HOUSEKEEPING POLICY

Policy Applies to: All Associates, contractors, temporary associates, and vendors

Prepared by	**Effective Date**
Risk Management Department	August 24, 2026

Purpose:

This document is designed to define and establish a policy for good housekeeping practices at all workplace facilities for managing the hazards and to reduce the likelihood of incidents and injuries at the workplace and to provide for associates, contractors, temporary associates, and vendors (hereinafter referred to as associate) with measures to protect themselves, in compliance with OSHA standard 29 CFR 1910.22.

Scope:

This Policy applies to all PODS facilities and covers site-specific practices or requirements for general housekeeping practices.

Responsibilities:

Locations' Market Manager, Territory Manager, Production Manager, or another authorized associate are responsible for enforcing good housekeeping practices as it is recognized that poor housekeeping creates hazards which can lead to injuries in the workplace.

Associates are responsible to ensure their specific work area(s) are kept clean, safe, and free of hazards.

Good Housekeeping Practices:

Good housekeeping practices include the following, but are not limited to:

Office areas

- Workspaces and all surrounding areas will always be kept and maintained in a clean and hygienic manner
- Waste baskets will be provided and used
- Electrical cords are not to be placed in areas where they may be subjected to damage or cause a trip hazard
- Material/boxes stored in open areas shall be stored in a tidy manner and in appropriate containers
- Aisles, walkways, corridors, staircases, doorways, entrance halls, foyers, and exits shall be unobstructed and free from tripping and slipping hazards. materials
- Fire extinguishers and emergency exits must not be obstructed
- Break areas
    - Dishes are to be cleaned after use and put away
    - Food properly stored or taken home
    - Refrigerators, microwaves, ovens shall be maintained and cleaned on a periodic basis
- Restrooms are to be clean and provided with:
    - Hot and cold running water, or tepid running water
    - Hand soap or similar cleansing agents provided
    - Hand towels or sections thereof, of cloth or paper, air blowers
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Warehouse/Storage Centers, HUBS and other facilities

- Workspaces, storage, and amenities will always be kept and maintained in a clean and hygienic manner
- Appropriate waste disposal facilities will be provided and used
- Oils, greases, flammable or chemical spills must be cleaned up immediately and disposed of correctly
- Portable equipment is to be returned to appropriate storage facilities after use
- Adequate working space for the work activity being performed is to be maintained at all times

- Electrical cords, hoses, and pipes are not to be placed in areas where they may be subjected to damage or cause a trip hazard
- Personal protective equipment (PPE) shall be maintained in good working order (As per PPE Policy). When not in use, PPE is to be stored in a clean and hygienic manner
- All rubbish will be cleared away as soon as possible and placed in correct bins
- Material stored in open areas shall be stored in a tidy manner and in appropriate containers
- Aisles, walkways, corridors, staircases, doorways, entrance halls, foyers, and exits shall be unobstructed, free from tripping (hoses, cables etc) and slipping hazards and the accumulation of combustible materials
- Safety signs, fire extinguishers/hoses, and emergency exits must not be obstructed
- Compressed air and fire hoses must not be used for any housekeeping activity or for dusting down clothing
- Hazardous/Combustible materials will be placed in a proper cabinet when not in use
- Breakroom areas are to be clean
    - Dishes are to be cleaned after use and put away
    - Food properly stored or taken home
    - Refrigerators, microwaves, ovens shall be clean on a periodic basis
- Restrooms are to be clean and provided with:
    - with hot and cold running water, or tepid running water
    - hand soap o
    - hand towels or sections thereof, of cloth or paper, air blowers

Housekeeping should be performed daily by all workplace participants as part of normal work practices or at the end of each work shift, where applicable.

Oversight and Monitoring

Requirements and performance under this policy are closely monitored by the Human Resources Department, Business Unit Leaders, Safety Manager or Risk Management. Additionally, policy compliance audits will be performed by the Internal Audit Department.

Questions/ Comments

Any questions or comments surrounding this policy should be forwarded to the Director of Risk Management.