

# Kennecott Utah Copper Corporation Safety and Health Standards

Standard No.: 15.4  
Restrooms,  
Changerooms, Lockers  
and Lunchrooms

## 15.4.1 INTRODUCTION

15.4.1.1 Good housekeeping reduces incidents, improves morale, and increases efficiency and effectiveness. A good housekeeping program incorporates the housekeeping function into all processes, operations, and tasks preformed.

## 15.4.2 REQUIREMENTS

15.4.2.1 All new restrooms, changerooms, lockers, and lunchrooms will be designed and constructed of materials so as to facilitate easy cleaning and maintenance. Colors will be selected that will provide for good light reflection while not readily showing soiling. Tile and other similar materials that will not require painting should be considered whenever possible.

- Existing facilities should be upgraded as necessary, at the earliest possible time, in keeping with the guidelines noted above.

15.4.2.2 Every restroom, changeroom, locker, lunchroom, and associated entrance and passageway shall be kept in a clean and orderly condition. Specific standards, schedules, and checklists will be used to ensure that the requisite cleaning is periodically done and shall be posted in appropriate areas. (See Exhibits 15.4.1)

15.4.2.3 Disposal of garbage shall be in accordance with Safety Standard for Material Disposal, Standard 10.2.

15.4.2.4 Inspections shall be made of applicable facilities by individuals designated by plant management. It is recommended that, as a minimum, inspections be made by a supervisor and an employee. Inspection reports are to be documented and forwarded to the appropriate individual(s) for action.

15.4.2.5 Restrooms shall be kept clean and supplied. Deep cleaning shall be scheduled at a frequency that will ensure a hygienic state at all times. This degree of thorough cleaning will involve acidic cleaners and other similar treatments.

15.4.2.6 Changerooms shall be cleaned as often and as thoroughly as necessary to maintain hygienically clean conditions. Thorough cleaning such as mopping of floors shall be scheduled frequently enough to ensure an adequate degree of cleanliness.

### References:

OSHA Standard 29 CFR 1910.1025(i)(4).  
Safety and Health Standard 10.2 Material Disposal

### Signatures

Original signed by: Frank Klobchar	8/5/04	Original signed by: Chris Crowl	8/10/04	Original signed by: Bill Champion	8/18/04
_____ Standards Committee Chairman	_____ Date	_____ Vice President Human Resources	_____ Date	_____ President, KUCC	_____ Date

- 15.4.2.7 Showers shall be kept clean and sanitary. Periodically they will be given a thorough acidic type cleaning.
- 15.4.2.8 Lockers - Pictures, posters, clippings, or other items of a like nature that may be construed as sexually explicit, derogatory, offensive, or intimidating to others shall not be allowed on or in personal lockers. These items are not allowed anywhere within KUCC. Clothing and other personal items should be stored inside lockers whenever the lockers are not being utilized for changing or cleanup.
- 15.4.2.9 Lunchrooms shall be cleaned as often and as thoroughly as necessary in order to be continually deemed hygienically clean.
- Dishware and utensils shall not be allowed to remain unclean, or outside of lockers or cabinets, except when in use.
  - Food shall be kept in lockers, cabinets, or refrigerators when not being prepared or consumed.
  - Each employee shall clean up after him or herself prior to leaving the lunchroom.
  - Refrigerators, microwaves, and other appliances shall be thoroughly cleaned, both inside and out, at least once per week and more often as conditions warrant.
  - Waste receptacles with covers shall be provided for the disposal of waste food and associated materials. They shall be emptied frequently and shall be maintained in a clean and sanitary condition.
  - Additional requirements apply if the lunchroom is in a regulated area or facility as defined in OSHA Standard 29 CFR 1910.1025(i)(4).
- 15.4.3 **RESPONSIBILITIES**
- 15.4.3.1 Supervisors are accountable for maintaining the cleanliness standards specified and will perform daily visual inspections to determine compliance.
- 15.4.5.2 Each employee is responsible to maintaining the cleanliness standards specified and refrain from any activity that will degrade the cleanliness of the facilities. Normal soiling of areas is anticipated, but such actions as littering and graffiti will not be tolerated. Employees are expected to pick up after themselves in all cases.

## **FACILITY STANDARD RESTROOMS**

**Standard:** Restrooms will be kept in a neat, clean, and orderly condition.

**Procedure:** Each restroom will be thoroughly cleaned once a day. A second minor cleaning will be done on the second shift.

**Action List:**

- Empty trash cans.
- Sweep and mop floors.
- Clean toilets and urinals.
- Clean sinks and mirrors
- Clean other fixtures and walls.
- Remove any writing from walls and paint.
- Restock supplies such as toilet paper, hand towels, and soap and assure that supplies are kept stocked.

## **FACILITY STANDARD CHANGEROOMS/SHOWERS**

**Standard:** Changerooms / showers will be kept clean.

**Procedure:** Each changerroom / shower will be thoroughly cleaned. A thorough deep cleaning will be done as required to ensure an adequate degree of cleanliness.

**Action List:**

- Empty trash cans.
- Sweep and mop floors.
- Mop and wax changerroom floor.
- Thorough acidic cleaning of shower walls, floors, and fixtures.
- Stock supplies such as soap, hand towels, etc. and assure that supplies are kept stocked.
- Ensure contaminated work clothing is properly stored in appropriate covered containers where applicable (i.e. regulated areas).

## **FACILITY STANDARD LUNCHROOMS**

**Standard:** Lunchrooms will be kept in a neat, clean, and orderly condition.

**Procedure:** Lunchroom floors and tables will be cleaned regularly. The floors will be mopped and the tables washed. A covered garbage can will be maintained and emptied as necessary.

**Action List:**

- Empty trash cans.
- Sweep and mop floors. (Note: Sweeping cannot be done in Regulated Areas)
- Clean refrigerator and microwave.
- Clean sinks and counter tops.
- Clean other fixtures and walls.
- Remove any writing from walls and paint.
- Clean light fixtures (cleaning of fixture interiors may require assistance of electrical repair personnel).
- Dispose of any dishes, utensils, etc. left in sink or on counter tops that are not in use.