

TML\MSH Microbiology Department Policy & Procedure Manual	<b>Policy # MI\LS\38\v02</b>	Page 1 of 1
Section: <b>Laboratory Safety Manual</b>	Subject Title: <b>Housekeeping</b>	
Issued by: <b>LABORATORY MANAGER</b>	Original Date: April 20, 2001	
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**Policy:**

Housekeeping by non laboratory staff is restricted to the removal of non-hazardous waste, or appropriately labeled and packaged hazardous waste and periodic cleaning of the floors, walls and ceilings. A designated person in the laboratory should oversee lab housekeeping.

**Purpose:**

Limiting housekeeping activities in the laboratories ensures everybody's safety.

**Responsibility:**

Management and Housekeeping personnel

**Related Documents:**

<a href="#">GENERAL CONTROL MEASURES</a>	MI\LS\24\v01

**Procedure:**

1. Do not leave anything on the floor where it is liable to impede the free passage of others. Exits, corridors and access to safety equipment (such as eyewash equipment) should be kept free from obstruction.
2. Assume that non-laboratory personnel, (e.g. housekeeping, plant engineering, security) may be required to work in lab areas on occasion. Procedures must address their involvement in the laboratory. This is especially important with respect to tidiness, storage and disposal and labeling / signage. Acronyms are not an acceptable alternative to proper labeling. Personal protective equipment must be provided to this staff, as necessary.