

SCHWARZ

# Family Practice

ELDERSLIE

## Housekeeping Policy

This Housekeeping Policy applies to all Employees of the business.

The objective of the policy is to ensure a safe and health workplace.

The requirement is for all staff to comply with Housekeeping Policy.

Procedures (not required)

## Purpose

The purpose of this policy is to ensure that the workplace is kept clean, safe, and hygienic always. It is the responsibility of all employees to ensure that they comply with this policy and maintain a high standard of cleanliness in their work areas.

## Objective

The objectives of this policy are to:

- Maintain a safe and healthy workplace environment.
- Ensure that all equipment and machinery are kept clean and well-maintained.
- Promote a positive image of the business to clients and visitors.
- Minimise the risk of accidents or incidents caused by poor housekeeping practices.
- Ensure compliance with all relevant health and safety legislation.

## Policy Requirements

All employees must adhere to the following requirements:

- Always keep their work area clean and tidy and ensure that all equipment and machinery is kept clean and well maintained.
- Dispose of all waste in the appropriate bins and containers and recycle where possible.
- Report any spills or hazards to their supervisor immediately.
- Ensure that all tools and equipment are stored safely and securely when not in use.
- Keep all walkways, stairways, and emergency exits clear of obstructions.
- Follow all cleaning procedures as outlined in the company's cleaning schedule.
- Wear appropriate personal protective equipment (PPE) when handling hazardous materials or operating machinery.
- Attend any training sessions or information sessions provided by the company regarding housekeeping practices.

This policy applies to all employees, contractors, visitors, and clients of the business. Failure to comply with this policy may result in disciplinary action. The business reserves the right to update or amend this policy at any time, and employees will be notified of any changes.

The practice Manager is responsible for communicating the Housekeeping Policy to all persons working for or on behalf of the organisation and making it available to interested parties.