



Yard Housekeeping and Debris Control Procedure

Viking Reinforcing Ltd. – Fabrication Yard Operational Procedure
Housekeeping, Scrap Control, and Yard Cleanliness – Parksville, British Columbia

Document Control

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Activity	Yard Housekeeping and Debris Control
Standard	ISO 45001:2018 Clause 8.1 – Operational Control
Prepared By	Derek Sanderson, MBA, CISSP
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1. Purpose

This procedure establishes housekeeping requirements for the Viking Reinforcing fabrication yard. Effective housekeeping prevents trip hazards, reduces fire risk, improves operational efficiency, and supports ISO 45001 occupational health and safety compliance.

2. Scope

This procedure applies to all employees working within the Parksville fabrication yard and covers control of scrap steel, tie wire debris, packaging materials, and general yard cleanliness.

3. Responsibilities

Yard Foreman – Matt Warawa

- Oversees yard housekeeping activities.

Chief Safety Officer – Dan Ansell

- Monitors housekeeping hazards during inspections.

Workers

- Maintain clean work areas and properly dispose of scrap materials.



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4. Required Personal Protective Equipment

Workers performing housekeeping must wear:

- Hard hat
- Safety glasses
- Cut-resistant gloves
- High visibility clothing
- CSA-approved safety boots

5. Hazards Associated with Poor Housekeeping

Poor housekeeping may lead to:

- Trips and falls from loose rebar or wire
- Puncture hazards from sharp steel
- Fire hazards from combustible debris
- Obstructed emergency access routes
- Equipment collision hazards

6. Types of Debris Generated

Typical debris generated during rebar fabrication includes:

- Scrap rebar pieces
- Tie wire cuttings
- Banding materials
- Packaging materials
- Dust and small metal fragments

7. Housekeeping Procedure

1. Workers must keep fabrication areas free of unnecessary debris.
2. Scrap rebar must be placed in designated scrap bins.
3. Tie wire cuttings must be collected regularly.
4. Walkways and equipment paths must remain clear.
5. Waste containers must be emptied when full.
6. Housekeeping checks must be performed daily.

8. Scrap Steel Management

Scrap steel must be stored in designated scrap bins to prevent trip hazards and allow proper recycling or disposal.



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9. Housekeeping Inspections

Supervisors must inspect work areas regularly to ensure housekeeping standards are maintained. Inspections may be documented using FORM-OHS-07 – HSE Inspection Checklist.

10. Prohibited Practices

The following practices are prohibited:

- Leaving scrap steel in walkways
- Throwing debris into active work areas
- Blocking emergency access routes
- Allowing waste containers to overflow

11. Emergency Procedures

In the event of injury related to housekeeping hazards:

1. Stop work immediately.
2. Secure the area.
3. Provide first aid if required.
4. Report incident using FORM-OHS-02 – Incident Report Form.

12. Records and Documentation

FORM-OHS-07 – HSE Inspection Checklist

FORM-OHS-02 – Incident Report Form

LOG-OHS-01 – Workplace Inspection Log

REGISTER-OHS-02 – Corrective Action Register

13. Continuous Improvement

Inspection findings and worker feedback will be reviewed to continuously improve yard housekeeping standards and reduce hazards.