



Workplace Housekeeping Procedure

Viking Reinforcing Ltd. – Rebar Fabrication Yard and Reinforcing Steel Placement Operations (Parksville, BC)

Document Control

| | |
|----------------------|--|
| Document Number | SOP-OHS-19 |
| Standard | ISO 45001:2018 Clause 8.1 – Operational Control |
| Regulatory Reference | WorkSafeBC OHS Regulation – Workplace Housekeeping |
| Prepared By | Derek Sanderson, MBA, CISSP |
| Revision | 1.0 |
| Effective Date | 2026-03-06 |

1. Purpose

This procedure establishes housekeeping requirements to maintain safe, clean, and organized work areas in Viking Reinforcing fabrication yards and construction worksites.

2. Scope

This procedure applies to all Viking Reinforcing employees, contractors, and visitors working in fabrication yards, material storage areas, equipment zones, and construction sites.

3. Responsibilities

Chief Safety Officer (Dan Ansell)

Superintendent (Thomas Gabinet)

Yard Foreman (Matt Warawa)

Workers – Maintain clean and hazard-free work areas.

4. Common Housekeeping Hazards

- Loose rebar or scrap steel
- Tie wire debris
- Improper material stacking



SOP-OHS-19 – Workplace Housekeeping Procedure

- Oil or hydraulic spills
- Obstructed walkways

5. Housekeeping Practices

- Maintain clear walkways
- Store rebar safely
- Remove scrap steel regularly
- Clean spills immediately
- Store tools properly

6. Material Storage Requirements

Rebar must be stacked securely to prevent rolling or collapse and allow safe forklift access.

7. Housekeeping Inspections

Housekeeping conditions are monitored through routine workplace inspections.

8. Records and Documentation

FORM-OHS-07 – HSE Inspection Checklist

FORM-OHS-08 – Work Site HSE Inspection Report

LOG-OHS-01 – Workplace Inspection Log

REGISTER-OHS-02 – Corrective Action Register

9. Continuous Improvement

Housekeeping performance will be reviewed during safety meetings and management reviews.