



HOUSEKEEPING PLAN

Consistent and thorough housekeeping is important because combustible dust that accumulates on surfaces can cause a deflagration, other fires, or an explosion.

- At least daily cleaning, or more if needed, should be done at all work stations and under all equipment surfaces (including under the green chain for all sawmill operations)
- Ensure that all dust collection equipment is secure and no leaking is occurring. Make repairs as needed
- Bins under enclosure-less dust collection systems should be emptied daily
- Locations for dust removal/housekeeping:
 - Vertical surfaces if the dust is adhering to them
 - Horizontal surfaces including overhead beams, joists, and the tops of equipment
 - Concealed spaces
 - Electrical panels and motor control boxes
 - Motors – especially in the area of the dust collection system
 - Chipper Room
 - Under elevated mill – not only floor surfaces but also on the cross beams, around base of supports, and on hydraulic pumps/lines
- Procedures for dust removal:
 - Make sure all ignition sources are turned off or removed during dust removal
 - Blow down with less than 15 psi air pressure or vacuum using an approved vacuum
- How often is the cleaning needed? (PLM recommends at least semi-annual cleaning of the entire building)
- Documentation:
 - Develop a written program to address each of the above areas including the names of persons responsible for the housekeeping in specific areas.
 - Complete the attached housekeeping checklist
 - Retain for at least one year

In addition, the outside housekeeping is important. Maintain sawdust piles at least 100' away from the building. If sawdust and chips are being blown into trailers, make sure the area is maintained in a cleanly fashion. Keep in mind that if motors are encased in dust, it can decrease the life expectancy of the component by half.



HOUSEKEEPING CHECKLIST

	Yes	No	Comments
General Items			
Are work areas clean, sanitary, and orderly?			
Is your housekeeping schedule adequate for each area?			
Are aisles kept clean and free from obstacles?			
Are fire aisles, access to stairways, and fire equipment kept clear?			
Are exits kept free from obstacles?			
Are spilled materials or liquids cleaned up immediately?			
Have all soiled rags been disposed of nightly?			
Have all smoking receptacles been emptied with the contents being soaked in water before discarding in dumpster?			
Electricals			
Has all excess dust been removed from electrical panels, boxes, or motor control boxes?			
Employee Workstation			
Is general clean up adequate in employee work area?			
Is housekeeping being addressed in and around machinery cabinet/casing?			
Is housekeeping adequate around machinery motors?			
Non-Employee Work Areas			
Is housekeeping in and around the chipper done on a daily basis?			
Is area under the mill/equipment cleaned on a daily basis?			
Is air compressor room clean as part of your daily housekeeping program?			



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	Yes	No	Comments
Structural Surfaces			
Are accumulations of combustible dusts routinely removed from elevated surfaces? - top of control rooms, top of equipment, offices, etc.			
Is an adequate schedule in place for controlling dust on vertical and horizontal surfaces?			
Is overhead blow pipe and/or ground level shaker conveyors maintained to prevent leaks and the accumulation of dust/scrap?			

Responsible Employee Signature _____

Date _____