



SARMA GUIDELINE

SAFETY, HEALTH, ROAD TRANSPORT, ENVIRONMENTAL & QUALITY STANDARD

HOUSEKEEPING

OFFICE, PLANT & YARD

(SARMA Audit document January 2017 version 1 reference number:

Section A, Element 2, Item 2.6.6;

Section A, Element 8, Items 8.1.19 & 8.1.23;

Section B, Element 3, Item 3.7;

Section B, Element 9, Item 9.2;

Section B, Element 10;

Section B, Element 12, Items 12.1.1, 12.6 & 12.8;

Section B, Element 13, Item 13.1;

Section E item 1.5 and

Section F, Element 6, Item 6.5)



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1. PURPOSE

The purpose of this guideline is to ensure that every article has a place and everything is in its place and that:

- 1.1. Offices and yard to be kept free of superfluous material and
- 1.2. It's controlled by designated person [\[SHREQ_5.11-F02-15\]](#) (s).

2. SCOPE

- 2.1. This guideline applies to the **EMPLOYERS**.

3. RESPONSIBILITY AND ACCOUNTABILITY

- 3.1 Section 16(2) Appointees [\[SHREQ_5.11-F02-3\]](#) are responsible for ensuring that the requirements of this standard are met and
- 8
- 3.2 Section 16(2) Appointees [\[SHREQ_5.11-F02-3\]](#) and Health and Safety Reps [\[SHREQ_5.11-F02-3\]](#) are responsible for ensuring that redundant equipment and scrap materials are stored safely in the demarcated designated areas.

4. DEFINITIONS AND ABBREVIATION

4.1. PREMISES

Include all buildings, vehicles, garages, waste material storage areas and car parking areas.

4.2. REDUNDANT

"Obsolete"


4.3. SUPERFLUOUS

Above and beyond current need

5. LEGAL AND OTHER REQUIREMENTS

5.1 General

See below:

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No.	Document Number	Description
5.1.1.		ERW 6(1) – Unobstructed workspace at machinery
5.1.2.		ERW 6(2)(a) – 2.25m ² effective workplace
5.1.3.		(b) – unimpeded workspace
5.1.4.		(c) – Free of unnecessary tools and materials
5.1.5.		(f) – openings in floors
5.1.6.		(g) – falling objects
5.1.7.		9(1)(b,c,e) – escape routes accessible and not terminate in enclosed area
5.1.8.		AR 11
5.1.9.		LR 11

5.2 Legal Reference

5.2.1. Legal Register

5.3. Other requirements

5.3.1. Local authorities.

6. RECORDS

Rec. Nr.	Reference Nr.	Description	Storage Space	Retention Time
6.1.	EMPLOYERS	Action deviation records		
6.2.	EMPLOYERS	Minutes of meetings		
6.3.	EMPLOYERS	SHE inspection reports		
6.4.	EMPLOYERS	Weekly management walk about and other inspections		

7. PROCEDURE


7.1. IMPLEMENTATION

7.1.1. Offices/Yard Free of Superfluous Material

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- 7.1.1.1. Adequate stacking and storage facilities shall be provided in demarcated areas where all redundant and scrap material or equipment will be sorted and stored;
- 7.1.1.2. NB: Stockpile will be built to ensure no contamination and intermingling
- 7.1.1.3. All superfluous material will be placed in relevant waste bins and disposed of on a routine basis in terms of **EMPLOYERS** procedure(s) [\[SHREQ_1.24-F01\]](#);
- 7.1.1.4. Redundant material store, workshops and workstations shall be kept clean and tidy at all times;
- 7.1.1.5. All main thoroughfares will be cleaned regularly;
- 7.1.1.6. Relevant SHE representatives [\[SHREQ_5.11-F02-8\]](#) will inspect the yard and site areas and report any deviations to the responsible departmental manager on a daily basis. All identified defects to be recorded on their monthly inspection report. Relevant managers are required to address deviations promptly;
- 7.1.1.7. Stacking outside buildings will be a minimum of 15 metres away from such buildings. If drench sprinklers are fitted, staggered stacking may commence 7,5 metres from buildings;
- 7.1.1.8. All racks shelves and cupboards shall be kept tidy and free of superfluous material and
- 7.1.1.9. Section 16(2) Appointees [\[SHE5.11-F02-3\]](#) are responsible for good housekeeping practices in their area of responsibility.

8. ASSOCIATED DOCUMENTATION

No.	Description	Document Number
8.1.		

NAME		DESIGNATION	
SURNAME		DATE	
SIGNATURE			