

# EHS Guidance Notes



## GN # 25 – Access & Housekeeping

Environment, Health and Safety  
Ports, Customs & Free Zone Corporation

		
<p style="text-align: center;"><b>REQUIREMENTS &amp; RESPONSIBILITY</b></p> <ul style="list-style-type: none"> <li>▪ It is the responsibility of the main contractor to provide safe access and maintain site housekeeping.</li> <li>▪ As part of safe access the main contractor must consider lighting requirements</li> <li>▪ All access routes must be wide enough to allow people to move around safely.</li> <li>▪ Good housekeeping is the regular removal of waste material and management of material storage areas.</li> </ul>	<p style="text-align: center;"><b>PRECAUTIONS TO BE TAKEN</b></p> <ul style="list-style-type: none"> <li>▪ Set up designated pedestrian walkways wherever possible.</li> <li>▪ Display clear signage indicating crossing points and directions.</li> <li>▪ Install crash decks over access routes that provide access into a building under construction.</li> <li>▪ Fix electrical leads up off the ground to reduce trip hazards.</li> <li>▪ Stairs and passageways must be kept clear of rubbish and materials</li> </ul>	<p style="text-align: center;"><b>ACCESS REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>▪ Undertake risk assessments for specific access needs taking into account numbers of workers.</li> <li>▪ The main contractor must ensure emergency escape can be made safely and quickly.</li> <li>▪ Once access is provided workers must use the approved access route and not take shortcuts.</li> </ul>
		
<p style="text-align: center;"><b>INDUCTION &amp; TOOLBOX TALK</b></p> <ul style="list-style-type: none"> <li>▪ All workers must be briefed during the induction on the importance of keeping the site clean and tidy.</li> <li>▪ Regular tool box talks must be given to workers as a reminder.</li> </ul>	<p style="text-align: center;"><b>WASTE MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>▪ Waste must be managed, left unmanaged the site will quickly become unproductive through rubbish accumulation.</li> <li>▪ Supervisors must implement a clean as you go policy.</li> <li>▪ Special arrangements must be in place for hazardous substances.</li> </ul>	<p style="text-align: center;"><b>MAINTENANCE</b></p> <ul style="list-style-type: none"> <li>▪ Good access and housekeeping require good management</li> <li>▪ Regular monitoring of access routes must be carried out.</li> <li>▪ The supervisor or manager of each area must be made accountable for maintaining access and housekeeping.</li> </ul>