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Safe Production Standard	Standard # 1.5	
Housekeeping	Revision #	01
	Revision Date	06/11/2013
	Effective Date	04/30/2013
	Document Owner	Health & Safety
Approvals:		
<i>Senior VP Morenci Operations: November 30, 2012</i>	<i>Safety Steering Committee: November 30, 2012</i>	

1.0 PURPOSE:

To establish the requirements and responsibilities for routine housekeeping to ensure that work areas are maintained in a clean, orderly and as far as possible dry manner.

2.0 SCOPE:

This standard applies to all Freeport-McMoRan Morenci Operations employees, contractors and vendors who enter FMMO property. Housekeeping practices established in this standard apply to all major operational facilities, maintenance shops, equipment, offices, labs, storage rooms, laydown yards, construction sites and other areas or equipment frequently accessed or used by workers.

3.0 TERMS, DEFINITIONS AND ABBREVIATIONS

- 3.1 **Housekeeping:** The management, care, cleaning, maintenance and upkeep of facilities, plants, areas and equipment to a state free from discrete health and safety hazards.
- 3.2 **Significant Spillage:** material used or generated through the extraction and production process that has accumulated within a work location which requires or may require entry. Spilled material which through its size, orientation, consistency, amount, or location increases the likelihood of an employee slipping, tripping, stumbling or falling is considered significant in nature. Any material which builds up above the tread and sole of a standard work boot (1-2") is considered significant in nature.
- 3.3 **Sump:** a pit, reservoir, tank or low lying area which is designed to collect or drain free flowing material.

4.0 RESPONSIBILITIES

- 4.1 **Employees (individuals responsible for conducting workplace examinations):** will inspect their work areas for unsafe conditions including conditions which differ from that established in the standard. Will follow the safe production requirements established in the standard, take action to correct unsafe conditions (up to their level of competence and ability) and inform supervision of conditions or practices which do not comply.

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- 4.2 **Contractors:** are responsible for maintaining areas, equipment and facilities (owned by the contractor and FMMO) in a clean, orderly and so far as possible dry manner which conforms to the requirements of this standard. Contractor employees shall inform their supervisor and/or an FMMO management representative of unsafe conditions or practices which do not comply.
- 4.3 **Supervision:** shall review work areas and activities routinely for housekeeping conditions and practices and initiate required corrective action. Supervision shall assure daily, or more often if needed that workplace conditions do not present a hazard to employees.
- 4.4 **Management:** will make available the resources (i.e. personnel, tools, equipment, training, etc...) and time allotments necessary for employees to inspect, clean and maintain workplaces in a clean, orderly and so far as possible dry manner. Where repetitive housekeeping issues are discovered management shall generate a corrective action plan to prevent reoccurrence.
- 4.5 **Health and Safety Department:** Provide OH&S guidance to FMMO Business Units and Contractor Companies to ensure that they meet their responsibilities and accountabilities relevant to this standard. The OH&S department is responsible for completing periodic OH&S audits of the mine site to evaluate housekeeping conditions and practices.

5.0 GENERAL HOUSEKEEPING REQUIREMENTS

- 5.1 All workplaces, walkways, storage rooms, shops and facilities shall be maintained in a clean and orderly manner.
 - a. The floor of every workplace shall be maintained in a clean and, so far as possible, dry condition. Where wet processes are used drainage shall be maintained and false floors, platforms, mats, temporary access routes, routine clean-up processes or other controls used to provide and maintain access.
 - b. Areas requiring entry which, by design and use, accumulate unsafe amounts of material shall be evaluated to determine what specific engineering and/or administrative controls are required to provide safe access.
 - c. Every floor, working place, passageway and storage area shall be kept free from protruding nails, splinters, holes, loose boards, and sharp protrusions which could result in an injury. Where routine wood scrap is generated a bin or storage area designated for the purpose of debris removal shall be placed at strategic locations.
- 5.2 Containers shall be provided for the collection and separation of waste, trash, oily and used rags, and other refuse. These containers shall be emptied at frequent and regular intervals to prevent over accumulation. Containers used for the storage or disposal of oily, flammable, or hazardous wastes, such as caustics, acids, harmful dusts, etc. shall be metal (or of a material designed for the application), equipped with covers and labeled. Refer to Environmental Best Management Practices (BMP's) related to Hazardous and Solid Waste Removal (300 Series).

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- 5.3 Waste receptacles used for the removal of food or beverage products shall be equipped with lids and emptied at frequent and regular intervals to prevent over accumulation.
- 5.4 Active work areas shall be kept free of equipment and materials not in use, and clear of debris, spillage, rigging, tools, strapping and other sharp objects not necessary for the work being performed.
- 5.5 Conditions which cause slippery walking and working surfaces in immediate areas used by employees shall be eliminated or mitigated before entry occurs. When areas are identified that have **significant material spillage** the material shall be removed within the period of one shift and the following minimum controls shall be used (as practicable) to facilitate safe access:
 - a. The area completely cleaned from the outside inward prior to work being performed; or
 - b. Material (i.e. mud/dirt/water/debris) removed from a portion (18-24" zone) of the area to provide a safe travel path; or
 - c. Temporary access routes created using plywood, mats, fiberglass grating, wooden planks, anti-slip decking, or another surface which would reduce the likelihood of a slip, trip or fall.
- 5.6 **Correction of Unsafe Conditions:** If areas contain significant housekeeping hazards which cannot be returned to a state of acceptable cleanliness within 12 hours/one shift of identification and ongoing clean-up efforts must be stopped due to resource constraints, then the following protective measures shall be enacted:
 - a. **The area shall be restricted from access through the installation of a physical barricade and red flagging at each entry point.** Access into the area is limited to those individual(s) responsible for correction of the unsafe condition (in accordance with the FMMO Flagging and Barricading Safe Production Standard)
- 5.7 All fire hoses, fire hydrants, major electrical installations, extinguishers, eye wash stations, showers and emergency exits will be kept free from obstruction or blockage by any item which could hamper or prevent someone from utilizing it in the event of an emergency.
- 5.8 Storage of material shall not create a hazard. Bags, containers, bundles, etc., stored in tiers shall be stacked, blocked, interlocked and limited in height so that they are stable and secure against sliding or collapse.
- 5.9 Abandoned areas that are no longer in use shall and do not require entry shall be restricted from access by the installation of physical barricades. The owner of the area should determine whether the area should be completely demolished or converted into a usable area.
- 5.10 Storage areas shall be kept free from accumulation of materials that constitute hazards from fire, explosion, incompatibility or pest harborage. Vegetation control should be used when

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necessary. Storage areas must also be kept in an orderly manner that provides safe access to any stored materials.

- 5.11 Sumps, tanks, culverts, chutes, thickeners, mix-boxes and other material distribution systems which are infrequently entered for the purposes of cleanup or maintenance do not normally need to meet the safety provisions of this standard. When these areas are entered a safe means of access must be provided, which may include, the need to purge, clean, water down and otherwise clean the surfaces in addition to following other applicable FMMO standards (i.e. Confined Space, Fall Protection).
 - a. Areas designated as sumps or containment spaces which are easily accessible shall be separated from the general work area and limited from routine travel by physical barricades and signage designating the area as “Restricted Access: Containment Sump/Clean-up required prior to work being performed”.
- 5.12 Roofs, mezzanines, overhead conveyor belts and other elevated surfaces shall be maintained, clean, and free of fall of material hazards. Where fall of material hazards are routinely generated efforts shall be made to use additional engineering controls to prevent the accumulation of or exposure to fall of material risks (i.e. netting, screens, covers, awnings, etc...)
- 5.13 Roadways and ramps are to be kept free of material, obstacles and voids which could endanger personnel operating or riding in mobile equipment.
- 5.14 Sand and Gravel piles (including areas which contain loose unconsolidated dirt) shall not be used as a walkway or work location due to the potential for falls or burial. Areas such as leach pads, roadways and cell lines contain specific slip/trip/fall hazards due to their design and configuration. Employees walking or working in these areas during normal production settings must remain attentive, use appropriate footwear, keep their eyes on path and control fatigue risks. When practicable efforts shall be made to grade, cover or otherwise alter the nominal working surface to create a safer means of access.
- 5.15 Maintenance Outage: During periods of heavy maintenance and plant shutdowns planning efforts should include an evaluation of equipment, tools and parts storage.
 - a) Where possible tools such as extension cords and welding leads should be routed overhead or a crossover installed at critical locations.
 - b) Adequate disposal bins shall be made available for oily rags, trash, old parts, etc...
 - c) Unnecessary tools and equipment will be picked up and stored when not in use.
- 5.16 All parking areas are to be kept free from loose lumber, trash, large stones or bricks, vehicle parts, excessive vehicle fluid spills. Fluid spills are to be cleaned up using absorbent and disposed of properly.

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- 5.17 Oil and lubrication systems shall be installed to limit the effects of fire as a result of spills and leaks. Where spills or leaks are detected they shall be corrected in a timely manner through removal or the use of an approved absorbent substance.

6.0 REFERENCE DOCUMENTS

- 6.1 Mine Safety and Health Administration (MSHA). Code of Federal Regulations: [30CFR 56.20003 Housekeeping.](#)
- 6.2 Occupational Health and Safety Administration (OSHA). Code of Federal Regulations: [29CFR 1926.25 Housekeeping.](#)

7.0 RECORDS

Name of the Document	Responsible for Control	Records Retention
Original Document of this Standard	Health & Safety	Permanent
Workplace Examination Records	Division/Area	10 Years
Records Related to Defects Identified during Workplace Examination	Division/Area	Duration of "Active" Action Plan + 10 Years

8.0 APPENDICES

None

9.0 REVIEW AND CHANGES

All changes, modifications and/or revisions must be documented on the table below:

<i>Description of Changes to this Document</i>
<i>Effective date changed to 04/30/2013 – This change occurred prior to initial distribution Rev remains 00 – S. Elias 03/04/2013</i>
<i>Updated records table – S. Elias 06/11/2013</i>

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