

**SAFETY, HEALTH AND ENVIRONMENT**

**Department:**  
**ALL CAMPUSES : Howard College**  
**: Edgewood**  
**: Nelson R. Mandela School of Medicine**  
**: Durban Westville**  
**: Pietermaritzburg**

Standard (STD)  
**Subject: SECTION : 1.00 - PREMISES AND HOUSEKEEPING**  
**ELEMENT : 1.23 - CAMPUS : NEAT AND TIDY**

Protocol No	Author	Version No	Date Adopted	Replaces
123/2009	M Govender/J Frohlich	005	16/11/2011	004/04/2009

**Standard applies to: CAMPUS: NEAT AND TIDY**

<p>The first essential is to provide proper storage facilities. In cramped departments this may prove difficult but it is not impossible. Any items which may be salvaged will be dealt with accordingly and all other superfluous material will be disposed of.</p>	
<p><b>1.23.1 CAMPUS / GROUNDS FREE OF SUPERFLUOUS MATERIAL :</b></p> <ul style="list-style-type: none"> <li>● All superfluous material will be removed and disposed of.</li> <li>● Redundant material or equipment will be sorted and stored in designated areas.</li> <li>● All maintenance and repair work will be carried out in a tidy and safe manner.</li> <li>● All workstations will be kept clean and tidy.</li> <li>● All racks, shelves and cupboards will be free of superfluous material and kept clean and tidy. Only where necessary may items be stored above cupboards.</li> </ul>	
<p><b>1.23.2 CONTROL BY SUPERVISION / SHE REPRESENTATIVES :</b></p> <ul style="list-style-type: none"> <li>● The campus grounds and work areas will be included in the monthly inspections.</li> <li>● All deviations will be attended to per job card/job request.</li> </ul>	

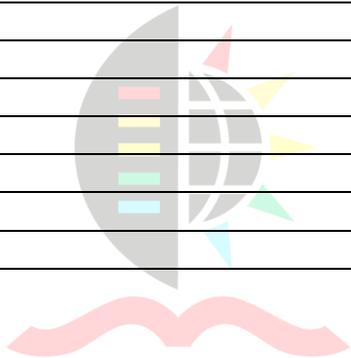
**DELEGATION OF RESPONSIBILITY:** All premises will be divided into specific areas and delegated to the S.H.E. Representatives in writing. Facilities Management is responsible for maintaining this standard.

Approved by (Position)	Date approved	Signature

**Circulation List:**

The names listed below are confirming by attaching their signature that they have read and understood the contents and implications of this version and will follow the contents in maintaining the standards as laid down to maintain the high quality expected campus wide.

Staff Member Full name & surname	Designation	Date	Signature



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