



# Housekeeping Program

*Prevent clutter to avoid future incidents or accidents*

# Training Objective

Upon completion of module 7.0, you will be able to:

- ✓ Know the housekeeping requirements accordance with the Canadian Biosafety Standard (CBS), 2nd edition and best practices
- ✓ Know the components of housekeeping inspections to mitigate incidents or control future accidents

# Housekeeping program

- ✓ Containment zone (including work surfaces, tabletops and floors) must be kept -
  - clean and dust free
  - free from obstructions, materials that are in excess, not required, or that cannot be easily decontaminated
  
- ✓ All clutter should be avoided
  - in Biological safety cabinet
  - in Fume hood
  - Near eye washes
  - Below overhead showers
  
- ✓ Storage of cardboard boxes, must be minimized  
*If present, they must be kept off the floors (If biohazard bin is a cardboard box, then its exempted but the cardboard box should be lined with plastic bag)*
  
- ✓ An effective rodent and insect control program should also be maintained

# Inspections

✓ It is recommended to conduct (at least) monthly visual inspections of the containment zone to:

- identify faults
- deterioration
- errors

Note: If there are deficiencies found, then corrective actions must be taken accordingly.

- ✓ Additionally, check
  - supplies of biological spill kit; expiry date of available disinfectant
  - Supplies of waterproof bandages in first aid box
  - availability of handwashing soap solution and paper towels
  - availability of PPE
  - routine laundry of used lab coats
  - appropriate waste segregation, disposal and pick up
  - routine decluttering
  - maintenance of clean and dust free labs

Note: In the event, where a particular laboratory is not to be disturbed (due to ongoing research project or fumigating a lab), inform all applicable personnel, including the custodial supervisor, in a reasonable time frame and affix a signage “ DO NOT ENTER” with specified time (as applicable) at the door.

# Check your understanding

You have now reached the end of module 7.0 and should be able to:

- ✓ Know the housekeeping requirements in accordance with the Canadian Biosafety Standard (CBS) Second edition and best practices
- ✓ Know components of housekeeping inspections to mitigate incidents or control future accidents