

PDR Area Housekeeping Notice

- 1 Keep the floor areas clear of airlines and extension leads when not in use.
- 2 Crush all empty and discarded cardboard cartons and packing and dispose of in the proper manner.
- 3 Keep the **minimum** of tools and equipment required within the immediate working areas.
- 4 Items such as panels or mechanical components should be transferred to stores until required.
- 5 All unused consumable products such as sealers, wet or dry etc. must be kept in their designated bin location until required.
- 6 Always replace the lids on all tins of liquid consumables after use to avoid VOC (Volatile Organic Compounds) emissions and accidental spillage.
- 7 Sanding dust must be kept to a minimum by using the dust extraction equipment provided thus, ensure that the mobile / central dust extraction unit is switched on and check all dust extraction tools are operative and have sufficient extraction (suction).
- 9 Fugitive particulate emissions arising from sanding, grinding and dismantling shall be collected by vacuuming regularly during the working day.
- 10 All dry waste must be bagged prior to disposal in the waste skip.
- 11 When changing the full dust bag in the dust extraction unit, ensure that the bag strap retaining clip is secured correctly.
- 12 Dispose of dust waste as Hazardous Waste, preferably bagged and sealed or in a sealed container avoiding spillage by using a funnel during transfer of bag contents to the container.

As required by the Health & Safety at Work Act 1974, the Pollution Prevention and Control Act, 1999 and the Environmental Permitting (England and Wales) Regulations 2010