### Purpose

To reduce the risks associated with poor housekeeping.

### Responsibilities

* Master – Ensure this procedure is carried out as written and to make any changes needed to this procedure to ensure the safety of the crew.
* Crew – Follow the procedure below at the direction of the vessel master.

### Procedure

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| **Step** | **Housekeeping** |
| **1.** | Ensure the deck and other work areas are free from loose materials and debris before and during your trip. Slips, trips and falls might seem insignificant but can result in life-altering injuries. |
| **2.** | Keep ropes away from walkways to prevent potential entanglement. |
| **3.** | Ensure lifesaving equipment is easily accessible at all times. Poor housekeeping can slow down emergency response and evacuation procedures. |
| **4.** | Clean up as you work rather than waiting until the end of the shift. |