
Warehouse Scrap Wood and Nail Sweeping Protocol

1.0 Maintenance Objective & Frequency

The objective of this protocol is to systematically remove scrap wood, loose nails, and debris from warehouse aisles, workstations, and high-traffic areas. This prevents forklift tire punctures, conveyor jams, slip/trip hazards, and accumulation of combustible material. Frequency: Daily, at end of each shift, and additionally after any heavy cutting or pallet breakdown operation.

2.0 Lockout/Tagout (LOTO) & Safety

- No LOTO required for sweeping operations. However, if sweeping near active machinery (e.g., saws, conveyors), ensure the operator has stopped the equipment and placed it in a safe state.
- Mandatory PPE: CSA-approved steel-toed boots, ANSI Z87.1 safety glasses, cut-resistant gloves (ANSI A4 or higher), and high-visibility vest.
- Prohibit sweeping near moving forklifts or pedestrian traffic. Use caution tape or cones to isolate the sweeping zone if necessary.
- Do not use compressed air to blow debris; this creates airborne dust and projectile hazards. Use manual sweeping or industrial vacuum only.

3.0 Required Tools, Parts & Lubricants

- Heavy-duty industrial push broom (36-inch or wider, with stiff polypropylene bristles)
- Dustpan with long handle (metal or heavy-duty plastic)
- Magnetic sweeper (rolling magnet, 24-inch width minimum, with 50 lb pull capacity)
- Industrial-grade metal dustbin or wheeled cart with lid (for scrap wood and nails)
- Heavy-duty contractor-grade trash bags (for fine debris)
- Hand broom and dustpan (for tight corners and under equipment)
- Safety cones or caution tape (to mark sweeping zone)

4.0 Step-by-Step Maintenance Procedure

1. Don all required PPE as listed in Section 2.0. Ensure no loose clothing or jewelry that could catch on debris.
2. Inspect the sweeping zone for any large or sharp objects (e.g., broken pallet boards, protruding nails). Remove these manually using cut-resistant gloves and place directly into the metal dustbin.
3. Position safety cones or caution tape at the boundaries of the sweeping zone to alert forklift operators and pedestrians.
4. Using the heavy-duty push broom, sweep all scrap wood, sawdust, and loose debris into a central pile. Work from the farthest corner of the zone toward the collection point. Use long, overlapping strokes to ensure full coverage.
5. Sweep debris into the dustpan and transfer to the metal dustbin. For large quantities, use the wheeled cart. Do not overfill the dustbin; leave at least 4 inches of freeboard to prevent spillage during transport.

6. After manual sweeping, deploy the magnetic sweeper. Roll it slowly (max 1 m/s) over the entire swept area, overlapping each pass by 50%. Listen for the sound of nails or staples being picked up. Empty the magnet into the metal dustbin after each full pass or when the magnet surface is visibly covered.
7. Use the hand broom and dustpan to clean corners, under fixed equipment, and along walls where the push broom cannot reach. Pay special attention to areas near saws, planers, and pallet breakdown stations.
8. Inspect the floor for any remaining debris. If necessary, repeat steps 4 through 7 until the floor is visibly free of scrap wood, nails, and loose debris.
9. Empty the metal dustbin into the designated scrap wood dumpster or recycling bin. Ensure nails are separated if required by local waste regulations. Close the dumpster lid securely.
10. Return all tools to their designated storage location. Remove safety cones and caution tape. Perform a final visual sweep of the area to confirm no tools or debris remain in the aisle.

5.0 Verification & Return to Service

1. Walk the entire swept zone and visually confirm that no scrap wood, nails, or debris larger than 1/4 inch in any dimension remains on the floor.
2. Run the magnetic sweeper over a 10-foot test strip in the center of the zone. If any nails or ferrous debris are picked up, repeat the sweeping procedure for the entire zone.
3. Verify that all tools are clean and stored properly. Report any damaged or missing tools to the maintenance supervisor.
4. Remove all safety cones and caution tape. The zone is now safe for normal pedestrian and forklift traffic.
5. Sign off on the PM work order in ServiceGrid, noting any anomalies (e.g., excessive debris, damaged floor surface, or recurring problem areas).

Regulatory Disclaimer: This document is a generic maintenance template provided for educational and informational purposes only. It does not constitute professional engineering or reliability advice. The end-user assumes all liability for validating all step sequences, torque specs, and LOTO protocols against specific machinery OEM manuals before deployment to a live production floor.