

## Safe Work Procedure: General Housekeeping

Department/Area:	Approved by:	Date Created:	Review/Revision Date:
Custodial	Workplace Safety and Health Committee	Nov.15, 2023	Annually

Potential Hazard	Risk level
Awkward/sustained postures	Medium
Forceful exertions	Low
Sharp points/edges	Medium
Pinch points	Medium
Materials falling	Medium
Surfaces causing falls	Medium
Moving machinery	Medium
Chemicals	High
Biological pathogens	Medium
Electrical	Low
Combustibles/flammables	Medium
Other: Airborne dust, walkway obstruction	High

Risk control devices, personal protective equipment, and other safety considerations	Training/Reference info
<ul style="list-style-type: none"> <li>• Wear gloves and approved footwear.</li> <li>• Dust mask and other appropriate CSA-approved personal protective equipment (PPE).</li> <li>• Use vacuum and follow manufacturer's manual. Use earplugs when required.</li> </ul>	<ul style="list-style-type: none"> <li>• WHMIS training</li> <li>• SDS (Safety Data Sheet)</li> <li>• On-the-Job training</li> </ul>

**Note:** Common signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

**Note:** Use PPE (earplugs or earmuffs) when using a high-noise vacuum. Be mindful of the surrounding activity so you do not encroach upon it. Ask permission before working near others.

**The direct supervisor must ensure that employees who report to him/her are trained and follow this safe work procedure.**

**Steps to complete this task safely:**

- Workers must wear appropriate personal protective equipment (PPE) and place warning signs to prevent others from slips, trips and falls.
- Prepare appropriate tools needed for cleaning
- Make sure to unplug the power source if you're cleaning in areas where there is a potential for electrocution.
- If you notice any protrusions (e.g., nails, sharp objects, rebar), place warning signs and let your supervisor know.
- When moving items, use mechanical assistance whenever possible.
- If you are unable to lift an object, ask for assistance from a colleague.
- Secure stacked materials by latching them together if necessary. This helps to prevent them from falling.
- Ensure chemicals are labeled and placed back in proper chemical storage. Do not mix chemicals if it is not indicated in instructions.
- Ensure flammable products are properly stored, and used rags or contaminated materials are safely disposed of, as per the Safety Data Sheet and product manufacturer instructions.
- Wear earplugs when using a loud vacuum cleaner.
- Segregate food waste and regularly collect it to prevent biological hazards in the area.
- Before removing slip, trip and fall warning signs, ensure no residual hazards are present.
- Make a final check in walkways to be sure there are no obstructions present.
- Return all cleaning tools and materials to storage.