

## Safe Work Procedure: Sweeping and Mopping

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

Potential Hazard	Risk level
Awkward/sustained postures - reach, twisting	Medium
Forceful exertions - friction, wet mops are heavy	Medium
Repetitive movements - mop, sweep motion	High
Surfaces causing falls - fluid spills	Low
Chemicals	Low

Risk control devices, personal protective equipment, and other safety considerations	Training/Reference info
<ul style="list-style-type: none"> <li>• Wear appropriate non-slip footwear</li> <li>• Refer to manufacturer’s or workplace label for safe use of cleaning product and appropriate PPE</li> </ul>	<ul style="list-style-type: none"> <li>• Injury prevention orientation</li> <li>• Safe work procedure on manual materials handling</li> <li>• WHMIS training</li> <li>• SDS when using chemicals</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.

**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:

#### Mopping

- Use a mop that allows you to stand up straight.
- When mopping, keep elbows close to the body.
- Take steps with your feet to move with the mop so the mop stays close to you. **Do not swing the mop by using your arms and twisting your back as this increases pressure on your back, shoulders, and wrists.**
- Alternate right and left hands at the top of the mop handle.
- When mopping under a low surface, bend your hips and knees or go onto one knee and push the mop forward and back.
- Keep your back upright when wringing out the mop by bending your legs instead of at the waist.

#### Sweeping

- Use a broom that allows you to stand up straight.



- Keep the elbows close to the body.
- Take steps with your feet to move with the broom. **Do not swing the broom side to side with your arms and by twisting your back as this increases pressure on your back, shoulders, and wrists.**
- Alternate right and left hands at the top of the broom handle.
- When sweeping under furniture, bend with your legs rather than your back.
- When sweeping up debris, get close by going onto one knee.