



Health & Safety In-Service March 17, 2015

SUMMER CLEAN-UP PRACTICES





GENERAL INFORMATION

- Change from regular routine
- Preparation, planning and utilizing safe work practices
- Many new hazards exist
- Increase in manual material handling
- Especially lifting

What about Responsibility?

For employers (SSRSB) – this means:

- Ensure employee health and safety
- Provide and maintain equipment, machines, materials
- Safety information, instruction, training, supervision, facilities
- Ensure employees are familiar with hazards
- Ensure employees are familiar with proper use of equipment

What about Responsibility?

For employees – this means:

- Cooperate and take reasonable precaution to protect
- Ensure procedures and equipment are used as instructed
- Report anything dangerous to a Supervisor



Assessing and Controlling Risks

- Taking reasonable precaution
- Recognizing hazards
- Assessing and controlling risks
- Avoiding injury



General Prevention Recommendations

- Gently stretch muscles before & during the shift
- Participate in personal health and wellness initiatives.
- Take advantage of rest periods to relax tired muscles.
- Report any discomfort or difficulties at work as these may be the early indicators of a potential problem.



Planning Summer Clean-Up

- Perform summer clean-up tasks as early as possible
- “Plan the work and work the plan”
- Speak to the Principal and determine if any communication to school staff is required before the end of school
- In larger schools, custodial staff to work as a team, communicate daily, and take initiative to ask for assistance from other employees when needed.
- When asked to assist, it is vital that all employees act in a respectful, cooperative manner to participate in working towards safely completing tasks.

General Lifting

- Prior to lifting, assess any risks and plan ahead.
- The best lifting method shall be selected.
- Safety controls that limit risks are listed in order:
 - Avoid unnecessary lifting
 - Use mechanical devices to assist with the lift
 - Request assistance from another employee
 - Apply knowledge of basic lifting methods:
- Participate in personal health and wellness

Moving Summer Clean-up Furniture

- In preparation to wax rooms, determine the easiest place to move furniture.
- Large bookcases, filing cabinets, teacher desks, etc must be empty and easy to move. If they are not, and cannot be easily emptied, then they should not be moved and the area cleaned around them.
- “Break down” any heavy boxes (ie, photocopy paper) as opposed to lifting a full box.
- Never move loads or heavy items alone up and down stairs.



Lifting and Moving Liquids

- Take precautions if emptying mop or water buckets as liquids are heavy and shift when lifted.
- Use carts and dollies when moving large pails of stripper or floor finish.



Stacking Materials

- Items over 25 lbs should not to be stacked above shoulder height.
- Items over 50 lbs should not be stacked above waist height by one person, and not over shoulder height if assisted.
- Chairs should be stacked no more than 5 together, if being moved manually. Limit stacking to 10 together if being moved with a mobile device.



Job Rotation

- Regular rotation of tasks during a shift is very effective in injury prevention by alternating muscle and body parts used during different tasks.
- Generally, try to change tasks every 2 hours.



Floor Scraping

- A good scraper securely fastened to a handle long enough to scrape without bending is a useful tool. Avoid long periods of being bent over working on knees.

Ladders

- Refer to SSRSB OHS Safe Work Procedure for Ladders
- Straight ladders - 3 points of contact
- Step ladders -
 - No ladder shall be placed in a doorway unless the door is fastened open, locked or guarded
 - Never stand on a ladder top or top step
 - Never use a step ladder as a straight ladder
 - Only 1 person on a ladder at a time
 - Always face the ladder when ascending or descending

Personal Protective Equipment

- Always be aware of your footing on slippery wet floors. Wear footwear that is appropriate for the tasks and bears the CSA rated markings. Sandals and open-toe footwear is not permitted.
- Select personal clothing that provides protection for the job being performed.
- Use the gloves provided when manually handling cleaning chemicals.
- Use the safety eye protection provided when spraying liquid if there is a risk of splash-back or if there is a risk of airborne or flying particles.
- Wear appropriate respiratory protection if there is a risk of inhalable toxic chemicals.
- Consult with your Supervisor if you require any personal protective equipment.

SUMMARY

- All physical work exposes workers to some level of health & safety hazards. It is important that we work together to reduce the risks as much as possible.
- Summer clean-up is unlike the usual custodial-type work and brings new challenges.
- There is an increase in manual material handling, and especially an increase in lifting
- Prepare, plan and use safe work practices
- Taking reasonable precaution, recognizing hazards, assessing and controlling risks, avoid injuries

SUMMARY

Please keep your mind on your work and make sure you can enjoy your summer!

