

HOUSEKEEPING SAFETY RULES, POLICIES AND PROCEDURES

The following safety rules have been prepared to assist you based on your job descriptions and nature of work and are specific to housekeeping.



Handling Chemicals

1. Follow instructions on the label of the container.
2. Do not mix different products.
3. Gloves are usually required to protect the skin; eye goggles may also be required if a splash hazard exists. Ammonia and bleach require good ventilation.
4. No smoking while handling chemicals, wash hands after each use.
5. Store all chemical products at eye level or below. If chemicals are splashed into the eye, immediately flood the eye with water for at least 15 minutes.
6. Aerosol cans are fire hazards. Keep away from heat.
7. Do not pour chemicals in building floor drains.
8. If you encounter chemicals in the trash, the containers should be left alone and reported to the City-wide Safety Unit.



Asbestos

1. Many floor tiles contain asbestos. Abrasive stripping pads (black) should not be used on these tiles. Also, stripping machines should not be used in excess of 300 rpm.
2. Stripping must be done wet; buffing must not penetrate the finish and touch the tile surface.
3. If asbestos-looking/damaged material is found on the floor or otherwise, it should be isolated, left alone and reported to the City-wide Safety Unit.



Wet Floor Signs and Mats

1. Housekeeping is responsible for the maintenance of floors. Whenever floors are wet due to housekeeping activities, spills, rain or otherwise, signs will be placed by housekeepers to warn building occupants until the area is dry.
2. Mats will always be maintained at the entrances to buildings to collect tracked-in rain, etc.

Electrical Safety

The electrical current in ordinary lighting and power circuits is sufficient to cause death if it passes through a vital organ. If you use equipment that has worn or damaged cords, switches, plugs, etc., especially in wet locations, you are inviting an electrical shock. Always check these items regularly. Report defects to your supervisor who is responsible for having them fixed.

Changing Lights

Housekeepers are required, as part of their standard duties, to change any burned out fluorescent tubes and incandescent bulbs in their area of responsibility, under the following conditions:

1. Only if the fixture can be safely reached by proper use of a 6-foot ladder.
2. Only if access to the light fixture is not restricted by furniture or machinery that cannot be moved out of the way by housekeepers.
3. The top or top step of the ladder shall not be used as a step.
4. Aluminum ladders shall not be used.
5. Safety glasses shall be used.



If the lights cannot be changed by housekeepers under the above conditions, then a work request should be submitted to their supervisor stating the problem.

Moving Materials

Employees shall not be put at risk of body strains unnecessarily. Supervisors shall assure that all jobs meet the following rules:

1. Lifting equipment (hand truck, etc.) will be utilized whenever possible for moving heavy objects or repetitive lifting.
2. Adequate personnel will be assigned to the job dependent upon the weight and size of the material. In general, materials weighing more than 50 lbs. will require two employees.
3. Repetitive lifting from the floor and twisting will be designed out of the job as much as possible.
4. For moving jobs, the route for carrying material should be as short as possible- avoiding steps, slopes and slippery surfaces, if possible. Employees must be made aware of unavoidable tripping hazards.



5. Frequently used material and heavy-large material in storage rooms will be stored in a location that does not require reaching over something, standing on a ladder or stool to get to, bending to the floor, reaching under something, etc.
6. Loose objects must be contained while being moved.
7. Employees should always lift by bending their knees so that leg muscles are used.

