PURPOSE: Accidents take a large annual toll in human misery, business expense, and social losses. Safety professionals point out that over half of the accidents are either related directly or indirectly to poor housekeeping practices. It is therefore the intent of the Safety Department to work with the Custodial Departments to improve general safety practices and conditions by providing safety training and enforcing safety standards.

SCOPE: It is the intent of this Safety Guide to establish a positive approach to custodial safety by issuing a formal statement of Safety Standards to include:

A. Management responsibility.
B. Employee responsibility.
C. General safety regulations.
D. Materials safety:
   1. Management and supervisory steps.
   2. Employee steps.
E. Equipment safety.
F. Floor Safety:
   1. Management and supervisory steps.
   2. Employee Steps.
G. Fire Protection.

Accident prevention consists of performing every operation, whether large or small, the correct way. It puts into practice the smart and common sense methods of getting the job done.

MANAGEMENT BASIC RESPONSIBILITY:
A. To provide equipment that has been properly investigated for safety, and equipped with necessary guards, shields, and other safety devices.
B. To arrange all processes and operations in a safe fashion.
C. To train and motivate supervisors and employees in safe operating practices.
D. To provide for regular safety inspections and condition reports.
E. To investigate all accidents in order to help prevent recurrence.

EMPLOYEE BASIC RESPONSIBILITY:
A. To use safety equipment provided.
B. TO BE AWARE OF AND FOLLOW safety rules and regulations.
C. To be on the lookout for hazardous conditions and report them to your supervisor.
D. To caution fellow workers about unsafe conditions or practices.

GENERAL SAFETY REGULATIONS:
A. In wet weather, rubber mats or runners should be placed near entrance areas. This will help eliminate dangerous falls and also help prevent the tracking of mud and water onto clean floors.
B. Report poor vision areas. Burned out light bulbs in critical areas such as stair landings, near doors, at aisle intersections, etc.
C. Watch out for vehicles.
D. Smoke in designated areas only.
E. Be sure to report any accident (EVEN A SMALL ACCIDENT SUCH AS A CUT FINGER).
F. Be sure you know the proper way to lift heavy objects. Keep your knees bent and your back straight. Get help when necessary.
G. HORSEPLAY CAN RESULT IN A SERIOUS INJURY.
H. Report safety hazards and any recommendations for improvement to your supervisor.
I. Be sure to pay attention to all safety signs and notices. They are for your protection.
J. On stairs, watch your step and use the handrail.
K. When emptying waste receptacles, dump the contents out rather than reaching in.
L. Disconnect fans and other electrical equipment before cleaning them. Pull on the plug NOT THE WIRE.
M. Don't take chances with safety. In any uncertain situation check with your supervisor.

MATERIALS SAFETY:
A. Management and Supervisory Steps:
   1. Poisonous materials shall be marked and controlled. Only designated personnel should use poisonous materials.
   2. Materials in plastic containers should be bought wherever possible to avoid the hazards of broken glass.
   3. Only specially designated, trained, and equipped personnel should use hazardous chemicals.
   4. Conditions should be provided to permit safe storage. It should not be necessary to lift heavy loads.
   5. Wherever possible, caustic or acidic products should be replaced by neutral or milder products.
B. Employee Steps:
   1. Pour and use solvents in well-ventilated areas. Replace the cap on all solvent containers after each use.
   2. If any liquid gets in your eyes, even just dirty water, flood the eyes with plenty of water, IMMEDIATELY.
   3. Keep any safety equipment that you have been provided in good condition and wear it whenever necessary.
   4. Flammable liquids shall be stored in a flammable storage cabinet or designated area.
   5. Where strong chemicals are used, the skin should be covered to protect against chemical irritation.
   6. Do not put hands around the face or mouth after handling chemicals. Wash and dry hands carefully after handling chemicals.
   7. If it is necessary to dilute an acid, be sure to POUR THE ACID INTO THE WATER. This will help prevent the acid from splashing onto you.

EQUIPMENT SAFETY: These regulations pertain to the use of housekeeping equipment and the general use and cleaning of other types of equipment.
A. Watch how you carry your equipment, mops, brooms etc. so that no one is injured by handles sticking out, etc.
B. In areas with low ceilings, take special care to avoid hitting sprinkler heads to avoid severe water damage.
C. When cleaning stairs, place buckets and equipment so as not to cause someone to fall.
D. Maintenance areas should be kept neat and in good order.
E. Keep equipment in good working order.
F. Be sure the wiring on electrical equipment is in good repair and power cords are not frayed, cut or knotted. Damaged power cords can cause a fatal shock.
G. Ladders should be kept in good repair and properly used.
H. Be sure that switches on electrical equipment are in the off position BEFORE plugging in the appliance.
I. Greasy or oily cloths and dust mops shall be kept in APPROVED METAL CONTAINERS.
J. Floor machine handles should be in the lowered position before starting them.
K. Floor machine brushes and attachment plates should be manually secured to the machine before the motor is turned on.
L. Keep equipment out of aisles and traffic lanes to prevent a tripping hazard.
M. Pull only the length of electrical cord needed.
N. Loose clothing should never be worn around moving parts of machinery.
O. Use the right tools for the job.

FLOOR SAFETY: Most rules concerning floor safety are directed to preventing falls that are normally considered the most serious type of accident exposure.

A. Management and Supervisory Steps:
1. Floors and stairways should be designed to have an anti-slip surface insofar as possible.
2. Existing slippery surfaces should be corrected.
3. Worn floors should be repaired quickly. This includes loose or curled tiles, holes, cracks, etc.
4. Carpets should be kept in good repair. A non-slip pad should be used under small rugs.
5. Personnel causing a spillage should be responsible for either cleaning it or obtaining help for a serious problem.
6. Arrangements for ice removal should be carefully setup and checked on.
7. Floor finishes, waxes, and coatings should be purchased that have adequate slip-resistant qualities.

B. Employee Steps:
1. "Wet Floor" caution signs should be used whenever floors are being wet, cleaned, waxed, sealed or stripped. Signs should be placed so that they will be visible from all ways of approach.
2. Rain, snow or other liquids should be mopped up immediately to dry the floor.
3. Floors should be dry and cleaned regularly to remove slipping hazards.
4. Natural soaps should be avoided in floor cleaning as the remaining film may become slippery.
5. When working on a wet floor, walk carefully and take shorter steps than usual.
6. Mats and runners should lay flat. Wrinkles or turned-up corners cause tripping accidents.
7. Defective flooring, loose handrails, bad stair treads, etc. should be reported to your supervisor.
FIRE SAFETY: Fires can be considered as a special class of accident. An examination of fire reports indicates that improper handling of combustible materials and ignition sources causes a large number of fires.

A. Storage of any USELESS materials, from rags, rubbish, waste paper, and wood to obsolete flammable materials should be discouraged.
B. Proper and regular disposal of waste products is essential for good fire prevention.
C. Many cleaning compounds, polishes, etc. contains flammable solvents. Such materials should be handled carefully.
D. Smoking SHALL NOT be permitted when handling materials especially those containing flammable solvents.
E. Before any product is used the properties of the product should be identified so that proper precautions may be taken in handling.