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## 8.1.25 Summer Clean-Up Practices

### General Prevention Recommendations:

- Gently stretch muscles before and 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 (for example, gradually clean lights during the year and radiators following heating season).
- “Plan the work and work the plan” understand what needs to be accomplished and how it can be done.
- Speak to the Principal and determine if any communication to school staff is required before the end of school (Some key points may be: preparations required by teachers, locker clean-out, wall or bulletin board removals, fridge and freezer cleaning, emptying of shelves, cupboards, or desks).
- Provide bags and boxes (for trash/paper recyclables, and packing) to teaching staff and limit the weight to 25 lbs. Communicate that if they cannot safely lift and carry a box or bag, then neither can custodial staff.
- 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, an employee shall assess any risks and plan ahead. Consider what is about to be done from start to finish: object size, shape, weight, lifting heights, distance to be travelled, direction changes, path to be travelled, where hands will be placed, postural changes throughout the lift, and recognize personal physical abilities.
- The best lifting method that reduces any risks shall be selected. Safety controls that limit risks are listed in order:
  - o Avoid unnecessary lifting
  - o Use mechanical devices to assist with the lift (carts, dollies)
  - o Request assistance from another employee
    - The lift must be planned between lifting partners
    - Communication during the lift is essential
  - o Apply knowledge of basic lifting methods:
    - Lifting awkward or heavy objects (weighing more than 50 lbs) unassisted is discouraged

- Bending at the knees helps absorb extra weight and reduce spinal stress.
- Feet kept shoulder width apart provides a solid base.
- Loads should be held close, ideally between shoulders and hip height, to keep the weight in the ideal strength zone.
- Twisting should be avoided by facing the direction of movement.

5. Participate in personal health and wellness

Moving “Summer Clean-up” furniture:

- In preparation to wax rooms, determine the easiest place to move furniture. (One option is to move half the furniture to one side of the room. Clean, strip and wax as required. Once dry, furniture may be moved to the prepared side and the other half of the floor prepared. Once second half has dried, return all furniture to its original location).
- 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. A full bucket may be tipped or siphoned into a floor drain, or substantial water bailed out before attempting to lift. A two-person lift and tilt is another good alternative.
- Use carts and dollies when moving large pails of stripper and 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 #9.2.4 for Ladders
- When working from a straight ladder, 3 points of contact must be maintained at all times. (ie 2 feet and 1 hand or 1 foot and 2 hands)
- When working from a step ladder, the following general guidelines are to be followed:
  - o No ladder shall be placed in a doorway unless the door is fastened open, locked or guarded
  - o Never stand on a ladder top or top step
  - o Never use a step ladder as a straight ladder
  - o Only 1 person on ladder at a time
  - o Always face the ladder when ascending or descending

**Personal Protective Equipment:**

- Always be aware of your footing on slippery wet floors when scrubbing and stripping 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 (ie, wear long pants when stripping to protect from splashing on legs).
- 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 (ie, dusting overhead)
- Wear appropriate respiratory protection if there is a risk of inhalable toxic chemicals.
- Consult with your Supervisor if you require any personal protective equipment.