

# NBSIA Member Services Safety Bulletin

August 2019

## CUSTODIAL SAFETY

Custodians play a key role in schools. Their jobs require physical movement and the use of a variety of equipment, tools and chemicals. Make sure your team is safely prepared for their tasks by going over these safety topics.



- **Don't** use equipment, tool or chemical unless you have received proper safety training. Equipment should only be used for its intended purpose.
- **Always** put out caution signs before mopping or doing other floor maintenance.
- **Never** use equipment such as mops or brooms to block or detour a walkway. Only use the proper warning devices such as tape, cones, and wet floor signs.
- **Use** safe lifting techniques: size up the load, squat and use your legs to power the lift. Do not lift by bending over and relying on back strength!
- **Avoid** twisting or turning while lifting.
- **Check** electrical cords on cleaning equipment before plugging in the item. Do not use if the cord is frayed or prongs are bent or broken.
- **Never** yank electric cords out of outlets by the cord. Do not run over cords with equipment.
- **Know** which PPE is required for each job task, where it is located, and how to properly use it.
- **Encourage** employees to report safety hazards. Make sure they know how to report, and whom to report to.

- **Keep** chemicals and treated mops away from furnaces, light bulbs and other heat sources.
- **Don't** leave trash in the custodial closet - it can become a fire hazard.
- **Use** rubber wedges to prop open doors. Don't use a piece of equipment or broom handle to keep a door open.
- **When** moving objects, mats, or boxes, lift - don't pull or tug it over to a new spot.

### Cleaning Tips

Follow cleaning procedures to prevent the accidental spread of germs. Clean from top to bottom. For example:

1. Wipe down all surfaces with cleaning solution.
2. Use spray disinfectant on high-touch areas, like desks, phones, door knobs and push plates, elevator buttons, counters, railings, and all bathroom surfaces. Follow the manufacturer's instructions for appropriate dwell time before wiping off the product.
3. Clean the floor, mop or vacuum from the farthest inside point of the room back out the door, throwing away your gloves as you leave the room.

Do not clean multiple areas with the same tools or supplies. Bacteria and viruses live on cleaning cloths or mop heads, which can easily spread those things around if they are used again and again.



### Contact Us

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