

## PPS CUSTODIAL SERVICES SAFETY PROCEDURES

Every safety and health program has a single purpose - - to keep people on the job by reducing accidents, injuries, and illness. However, safety programs are more than injury-prevention programs. They are designed to improve the life of all employees both at home and at work.

Custodial Services provide the cleaning and upkeep for the buildings on campus. Custodians may encounter a variety of safety hazards. This section will help custodians understand the College's expectations for this job.

### CONDUCT

Make a habit to work safely every day. Practical jokes, horseplay, fighting, or any other activity jeopardizing your safety or any other employee's safety will not be tolerated. Be sure to acquire all of the proper safety gear for the job. Safety devices and guards installed on machines and equipment are there to protect employees and must not be removed or made inoperative.

### SMOKING

State of Colorado rules prohibit smoking in all buildings at Fort Lewis College. Smoking is prohibited within a 50 foot radius from buildings. Safe disposal of matches, cigarettes, cigars, or other burning substances is required. These materials must be extinguished and placed in proper receptacles.

### INTOXICANTS

The use of intoxicating beverages and/or drugs during working hours is strictly prohibited and is cause for disciplinary action including possible termination. Any employee under the influence of intoxicating beverages and/or drugs will not be allowed on the job. Physician-prescribed medication will be allowed provided it does not impair job performance. The supervisor must be notified of any new prescription or change in prescription, which affects the employee's ability to perform their assigned job duties.

### CLOTHING

Physical Plant employees are required to dress appropriately for their particular job and use the proper safety equipment as required. When working near equipment or with chemicals, wear full length pants, shirts that reach the waist, and closed-toe shoes. Loose clothing, a dangling watch, key chains, or any other unnecessary items are prohibited when working with, on, or around any machinery with moving parts. Many positions are required to work in extreme, inclement weather. Proper attire is required to avoid adverse exposure to high and low temperatures, rain, snow, high winds, etc.

### FIRE PROTECTION

In case of fire, call 911 (9-911 from a campus phone). Be sure to know the locations of fire protection equipment in and around the building you are working in. Be aware of building exits, fire pull stations, and fire extinguisher locations. Fire protection equipment should not be moved or removed from the designated storage area except when in use. If a fire extinguisher is missing or has been discharged for any reason, report it to the PPS Service Center immediately.

### HAZARDS AND ACCIDENT REPORTING

Employees are responsible for notifying a supervisor immediately of any unsafe condition and/or work practice. Employees should stop any unsafe work practice without fear of reprisal from another employee or contractor. If you are qualified to correct an unsafe hazard, do so immediately and notify your supervisor of your actions. Immediately report all near miss incidents and accidents to your supervisor as soon as you can, and always before the end of the work shift.

### PROCEDURAL SAFETY

- x All employees who drive or ride in FLC vehicles or are on college business and drive their own vehicles must wear seat belts. This is a requirement of both the college and the State of Colorado.

- x Lockout/Tagout procedures are used to isolate hazardous energy sources from electrical, hydraulic, pneumatic or any machinery or equipment that has the potential to inadvertently start, operate, shift, fall or otherwise move while being serviced. Qualified equipment must be locked out to protect against accidental or inadvertent operation, when operation could cause injury to personnel. Locks are to be applied and removed only by the authorized employee who is performing the servicing or maintenance. Know how to recognize the lockout devices and lockout warning tags. Never attempt to operate locked-out equipment.
- x Inspect ladders and make sure it is stable on level, firm footing before using. Never stand on the top rung and move the ladder rather than over extend your reach. Follow ladder safety procedures as presented in the PureSafety course.
- x All employees should be familiar with Material Safety Data Sheets. MSDS provide specific safety information pertaining to various products and their use. A master file is maintained in the PPS Custodial Shop but if an employee needs an MSDS sheet, he/she should contact their supervisor.
- x Before lifting any object, the size, weight, and shape of the object needs to be considered to determine if it can be safely handled. Lifting is subject to the following:
  - o Individual's capacity
  - o Type of load
  - o Frequency with which the load is lifted
  - o Position in which the load must be lifted.

The maximum lifting capability of each person is stated in his or her job description. Never attempt to lift more than you can carry comfortably. Get help when there is any question as to whether the object can be safely lifted by one pe

- Germicidal detergent
- Disposable towels
- Plastic trash bag

#### CUSTODIAL CARTS

Custodial carts must have the following safety items:

- x Safety goggles or glasses
- x Rubber gloves
- x "Wet Floor" signs
- x A chemical bag cutter
- x Hand sanitizer
- x Earplugs

#### WET MOP AND MOP BUCKET WITH WRINGER

- x A wet area can be a potentially hazardous situation. The hazard can be greatly reduced by exercising simple precautions and proper work methods. Slipping is a major cause of knee and back injuries. Wear shoes with non-slip soles when working on wet floors
- x Protect others from slipping by marking the area to be mopped with appropriate "Wet Area" warning signs before beginning work
- x Have a rubber, non-slip handgrip on the bucket wringer

the plug for bent or broken prongs. Ask your supervisor to get defects repaired before using the machine

- x Keep all safety guards in place and operating properly at all times. If missing or partially detached, they will hinder your work process and could pose a threat of injury. They are there for your protection
- x Keep track of where the cord is and avoid using machinery in a location where the cord presents a tripping hazard. Mark any cord that crosses a walking path. When using extension cords, keep enough slack so that the cord remains on the ground to avoid getting pulled from the outlet. This can cause bent or broken prongs or can pull the wire or insulation from the plug, which may present a shock hazard. For the same reasons, unwind the cord before plugging it in and unplug the cord before winding it back up
- x When checking batteries or wiring, make sure the power is turned off.

#### BUFFER

The buffer is more specialized than most custodial machines or tools. Care must be exercised when operating this piece of equipment. Buffers are very powerful machines. When they are operating smoothly, it is easy to forget how destructive they can be if they get out of control.

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