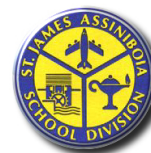


St. James-Assiniboia School Division
Safe Work Procedure
Stripping and Waxing Floors



Facility: All schools	Written by: SJSD cleaners	Approved by: Paul Deacon	Created: April 9, 2007	Date of last review: January 14, 2020
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Hazards Present: Slip and fall, Blood-borne pathogens, MSI-Muscle strain Corrosive chemicals, MSI-Back injury	PPE or Devices Required: Rubber gloves, Non-slip footwear, "Wet Floor" sign Goggles	Recommended Training: Lift/material handling training, "Back to Basics" training, WHMIS training
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NOTES: Extra caution is required when young children are present.

- Do not leave water/wax buckets unattended unless they are in a room with the door closed.
- Clean mop and bucket after every use.
- Change water when necessary

Safe work procedure:

1. Prepare area of floor to be stripped. All furniture etc should be removed prior to starting stripping job. Check all equipment for frayed wires, loose plugs. Make sure plugs are grounded. Get help for large or heavy objects.
2. Scrape gum from floor, scrape corners to remove build-up and sweep floor.
3. Bring floor stripping equipment to the area including floor scrubber, drive-block, stripping pad, doodlebug, scraper (putty knife), wet vacuum, stripping boots, bucket of clean rinse water treated with neutralizer, and mops.
4. Prepare stripping solution according to instructions on container Refer to MSDS. Follow "Mopping floors" job safety analysis procedures to apply stripper to a small area.
5. After waiting 15 minutes flood with neutralizer and water. Then scrub area with stripping pad attached to the floor scrubber.
6. Pick up dirty solution in scrubbed area with a wet vacuum. Rinse floor with water and neutralizer.
7. Allow floor to "air dry". Return equipment that will not be used for waxing procedure to storage area.

WAXING PROCEDURE

1. Pour wax in bucket.
2. Apply wax with wax mop using figure 8 pattern (while walking backwards). Do not wring out mop to avoid bubbles in wax which may cause the "fish eye" effect.
3. Allow wax to dry and repeat previous step

<p>Guidance documents:</p> <p>Manitoba Workplace Safety and Health regulation</p> <ul style="list-style-type: none"> • 2.1 Safe Work Procedures • 6.1 Personal Protective Equipment • 35 Workplace Hazardous Materials Information Systems <p>St. James-Assiniboia School Division Policy:</p> <ul style="list-style-type: none"> • EBB-R Safe Work Procedures • EBBA Personal Protective Equipment • EBBAB-R Managing hazardous chemical/materials 	Employee name: <hr/>
	Employee signature: <hr/>
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