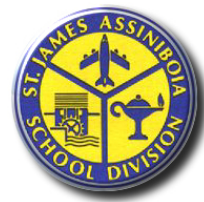


St. James-Assiniboia School Division
Safe Work Procedure
Cleaning a school washroom



Facility: All schools	Written by: SJSD Cleaners	Approved by: Paul Deacon	Date Created: April 9, 2007	Date of last review: January 14,2020
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Hazards Present: Slip and fall, Blood-borne pathogens, 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
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NOTES: Extra caution is required when young children are present.
 -Do not leave buckets with water or wax unattended unless they are in a room with the door closed.
 -Do not leave janitor carts with spray bottles unattended.
 -If possible clean washrooms after daycare children have left for the day.

Safe work procedure:

1. Make sure the washroom is vacant before you begin and ensure no one can enter while it is being cleaned.
2. Sweep the floor. Make sure you sweep behind the toilet.
3. Empty sanitary napkin dispenser by removing wax paper liner. Replace wax paper liner.
4. Empty the garbage cans. Do not compress the garbage as it may contain sharps.
5. Apply disinfectant on bathroom fixtures and partition walls.
6. Lower toilet bowl water level by pumping the water with a toilet bowl mop.
7. While wearing goggles apply non-acid toilet bowl cleaner to toilets and urinals. Allow the chemical to "dwell" for several minutes.
8. Rinse fixtures, walls and partitions with clean water.
9. Clean soap dispensers and mirrors with glass cleaner.
10. Refill the soap dispensers.
11. Mop the floor with floor soap and rinse.
12. Set up "Wet Floor" signs.
13. Remove all cleaning materials from the area.

<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 chemicals/materials 	Employee name: _____
	Employee signature: _____
	Date of review: _____