

St. James-Assiniboia School Division  
Safe Work Procedure  
Mopping Floors



<b>Facility:</b> All schools	<b>Written by:</b> SJSD cleaners	<b>Approved by:</b> Paul Deacon	<b>Date Created:</b> April 9, 2007	<b>Date of last review:</b> January 14, 2020
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<b>Hazards Present:</b> Slip and fall, Blood-borne pathogens, MSI-Muscle strain Corrosive chemicals, MSI-Back injury	<b>PPE or Devices Required:</b> Rubber gloves, Non-slip footwear, "Wet Floor" sign Goggles	<b>Recommended Training:</b> 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 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. While wearing goggles mix part solution to part water in the mopping bucket. Use cleaning solution as directed from container label.
2. Place "WET FLOOR" signs along all the borders of the cleaning area. Lock off area to be mopped. Place the mop into the mopping bucket and push the bucket using the mop handle down the right side of the hallway to the cleaning area. If the mop bucket does not have wheels, bend at the knees and grasp the bucket handle with the left hand to lift. Grasp the mop handle with the right hand close to the mop head. Do not drag the mop along the floor. Take the mop bucket to the cleaning area
3. To wring out mop: Grasp mop handle with both hands and place the mop handle into the wringer assembly. Hold the mop handle with the left hand and grasp the wringer with the right hand. Apply downward pressure to wringer handle, wringing the mop head.
4. Mop the floor using a figure 8 motion.
5. Leave signs out in the cleaning area until the floor surface is completely dry
6. Remove wringer assembly from mop bucket. Slowly pour the dirty water down the sink drain to prevent spillage onto the floor

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