

## Safe Work Practice (SWP)

Name of Task <b>Cleaning Washroom Sinks</b>	
Department/Unit: Custodial	
Personal Protective Equipment or other required equipment and safety considerations: Eye protection, CSA approved safety footwear, and rubber gloves.	
Hazards: Chemical contact, chemical splashing, sharp edges on fixtures, biological hazards, hitting hands on fixtures and hard surfaces, and wet floors.	
Required Training:	WHMIS
Steps to be taken to complete task safely:	
1	<b>Pre-Operational Safety Checks:</b> <ul style="list-style-type: none"> <li>Become knowledgeable of the cleaning chemicals to be used by reading the Supplier label or MSDS for each cleaning chemical to be used.</li> <li>Inspect required personal protective equipment and replace if required.</li> </ul>
2	Put on all personal protective equipment.
3	Spray entire surface with cleaner.
4	<b>Caution: Hot water</b> Turn cold water on to bring to lukewarm temperature by adjusting the hot water.
5	<b>Caution: Chemical splashing , sharp fixtures and hard surfaces</b> Wet a rag and wipe cleaner over the surface slowly to avoid splashing and knocking your hand on the hard surfaces and the fixtures. Ensure the cloth is touching the surface of the sink to protect yourself from sharp edges on fixtures.
6	Rinse the sink with clean water.
7	Shut off water taps.
8	<b>Post-Operational Safety Checks:</b> <ul style="list-style-type: none"> <li>Let the sink air dry.</li> <li>Mop up any water that is on the floor.</li> </ul>
<b><i>If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure. Report any hazardous situation to your instructor/supervisor immediately.</i></b>	
Responsibilities, Completion and Review	
<i>Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.</i>	
Completed by and Date:	Approved by:
Last Reviewed/Revised by and Date:	<b>Note:</b> This task will be monitored periodically to ensure compliance and effectiveness.