



Safe Work Practice (SWP)

Name of Task Stripping Floors	
Department/Unit: Custodial	
Personal Protective Equipment or other required equipment and safety considerations: Eye protection, CSA approved footwear, and solvent resistant gloves.	
Hazards: Slip and fall injuries, muscles trains, cuts and splashing.	
Required Training:	<ul style="list-style-type: none">• WHMIS• Hands-on training with instruction for proper safety procedures
Steps to be taken to complete task safely:	
1	Pre-Operational Safety Checks:- <ul style="list-style-type: none">• Ensure all cords are checked and are free of damage and they have the grounds on the plugs.• Ensure all machines are in good working condition.• Ensure all caution signs are in the area that you are working.• Ensure all personal protective equipment is in good condition and replace if necessary.• Check all motorized equipment.• Check all cords for tears, and ensure all cords have the grounds on plugs.
2	Prohibited Activities: <ul style="list-style-type: none">• Do not leave this equipment unattended.• Do not use one hand to run machine.• Do not work alone.• Do not leave area with stripper on floor.
3	Put on all required personal protective equipment.
4	Place all "wet floor" signs in surrounding area.
5	Remove all furniture and other equipment such as computers and printers. CAUTION: Ensure you have help with removing furniture and other equipment to avoid injury.
6	Sweep floor of debris and gum.
7	Mix stripper in pail, 1 Gal. Stripper to 4 Gal. Water. (According to manufacturer's specifications).
8	With mop proceed to soak the floor with stripper.
9	Allow to soak for 15 minutes.
10	Prepare polisher and black pad (See Polisher SWP).
11	Scrub floor starting with the entrance and work a path to the back of the room.
12	From back of room proceed to the entrance standing on previously scrubbed floor. CAUTION: Always stand on scrubbed area of floor to reduce slipping.
13	Repeat steps 6-10 to remove remaining wax from floor.
14	Scrap edges and other areas such as door frames to remove any wax or other debris with retractable scraper if needed.
15	After completely removing old wax from floor, vacuum stripper off of the floor with a wet vac.
16	Rinse floor with wet mop.
17	With fresh water completely rinse the floor to remove any leftover stripper and wax.
18	When floor is dry, wax floor. (See Waxing Floors SWP).
19	Post-Operational Safety Checks:- <ul style="list-style-type: none">• When wax is dry return all furniture and other equipment back to original places.

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	<ul style="list-style-type: none"> • Ensure equipment is off. • Remove black pad and rinse for storage. • Wipe the base of buffer to remove any splashed stripper. • Clean cord to buffer with damp rag to remove any stripper. • Empty vacuum and rinse out attachments with water for storage. • Place all materials in their proper storage areas. • Ensure the equipment is safe, clean and tidy before you leave it.
<p><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></p>	
<p align="center">Responsibilities, Completion and Review</p>	
<p><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></p>	
<p>Completed by and Date:</p>	<p>Approved by:</p>
<p>Last Reviewed/Revised by and Date:</p>	<p>Note: This task will be monitored periodically to ensure compliance and effectiveness.</p>