



Safe Work Practice (SWP)

Name of Task: Waxing Floors	
Department/Unit: Custodial	
Personal Protective Equipment or other required equipment or other safety considerations: Eye protection, safety boots, rubber gloves	
Hazards: Chemical contact, chemical splashing, slipping and falling, blisters, muscle strain	
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">• Become knowledgeable of the cleaning chemicals to be used by reading the Supplier Label or MSDS for each cleaning chemical to be used.
2	Do not over extend your reach, may cause back strain.
3	Do Not slam wax mop on the floor , may cause splashing of eyes and wax on walls and windows.
4	Inspect required personal protective equipment and replace if required.
5	Put on all personal protective equipment.
6	Remove all furniture. Get help to move heavy items.
7	Sweep floor with dry mop to remove dust and debris.
8	With a clean mop and pail wash floor completely.
9	Place caution wet floor signs around area to be waxed.
10	From supply room retrieve clean mop and bucket and wax.
11	Proceed to pour wax into the clean bucket lifting and bending at the knees.
12	Place mop into the wax pail and wring out lightly.
13	Proceed to back of room with wax mop.
14	Walking backwards to ensure feet are always on the dry surface proceed to wax floor in a side to side motion ensuring not to overstretch your reach and continue to the doorway. Caution: ensure no wax gets on your shoes to avoid slipping and tracking wax on other surfaces.
15	Rinse wax mop and place in plastic bag. Clean and rinse wax pail and return to storage.
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.	
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:

Any document appearing in paper form is uncontrolled and must be compared to the electronic version.

Last Reviewed/Revised by and Date:	Note: This task will be monitored periodically to ensure compliance and effectiveness.
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