

## Safe Work Practice (SWP)

Name of Task <b>High and Low Dusting</b>	
Department/Unit: Custodial	
Personal Protective Equipment or other required equipment and safety considerations: Eye protection, CSA approved safety footwear, and approved dust mask as required.	
Hazards: Dust falling into eyes, falling items, neck strain/stiffness, and shoulder/arm strain.	
Required Training:	Hands on training with instruction for proper safety procedures
<b>Steps to be taken to complete task safely:</b>	
1	<b>Pre-Operational Safety Checks</b> <ul style="list-style-type: none"> <li>• Ensure equipment is clean.</li> <li>• Observe the work area for any unstable items which may fall on you.</li> <li>• Inspect required personal protective equipment and replace if required.</li> </ul>
2	<b>Prohibited Activities</b> <ul style="list-style-type: none"> <li>• Do not use equipment other than given by employer.</li> <li>• Do not stand on any other object other than step ladder.</li> <li>• Do not over extend reach.</li> <li>• Do not stand on top rung of ladder.</li> </ul>
3	Put on all required personal protective equipment.
4	Stand at an angle and not directly under the dusting area.
5	Keep elbows close to body to minimize over-reaching.
6	Choose proper equipment for task, low dusting - use hand held duster, high dusting use duster with telescopic handle or ladder. <b>CAUTION:</b> Do not stand on the top rung of ladder or over extend your reach.
7	Use light weight tools with telescopic handles with bendable necks.
8	Work with your hands in front of your body in the area between your shoulders to minimize effort.
9	Bend the neck of the handle to align it with the surface to be cleaned.
10	Extend the telescopic handle and step back from wall to improve neck angle.
11	<b>CAUTION:</b> Over-the-shoulder dusting. Limit the time spent in this position, allow for more frequent work breaks. Rotate tasks regularly to change the physical demands, such as alternating right and left hands to reduce strains to shoulders, and neck and arms.
12	<b>Post-Operational Safety Checks:-</b> <ul style="list-style-type: none"> <li>• Twirl and shake the duster over garbage can to release dust and debris.</li> <li>• Store in a clean dry place.</li> <li>• Replace duster as needed.</li> <li>• Ensure the equipment is safe, clean and tidy before you leave it.</li> </ul>
<b>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.</b>	
<b>Responsibilities, Completion and Review</b>	
<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>	

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