

Safe Work Practice (SWP)

Name of Task Replacing Toilet Paper Rolls	
Department/Unit: Custodial	
Personal Protective Equipment or other required equipment and safety considerations: Gloves required	
Hazards: Sharp edges, hitting hands on fixtures and hard surfaces, falling cover-pinch points, biological hazards, and wet floor spills.	
Required Training:	<ul style="list-style-type: none"> • WHMIS
Steps to be taken to complete task safely:	
1	Pre-Operational Safety Checks:- <ul style="list-style-type: none"> • Inspect toilet paper holder for damage. • Inspect required personal protective equipment and replace if required.
2	Wear all required personal protective equipment.
3	Open cover using key.
4	Using both hands, slowly lower the cover.
5	Replace toilet paper rolls.
6	Using both hands holding the outer edge of the cover, lift and close the cover.
7	Post-Operational Safety Checks:- <ul style="list-style-type: none"> • Ensure cover is secured correctly.
<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>	
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:	Note: This task will be monitored periodically to ensure compliance and effectiveness.