


Safe Work Practice (SWP)

Name of Task:	
Storage of Maintenance/Custodial Equipment	
Department/Unit: Maintenance/Custodial	
Personal Protective Equipment or other required equipment or other safety considerations: PPE specific to the equipment must be used. This may include proper footwear, safety glasses, protective clothing, etc.	
Hazards: Tripping, electrical, lacerations, lifting/pulling injuries	
Required Training	Equipment/task specific training including proper safety procedures must be completed prior to use of any equipment or performance of any task.
Steps to be taken to complete task safely:	
1	REMOVAL FROM STORAGE Prior to the use of any equipment it must be inspected to ensure that it is in proper working order. Any defective equipment must not be used until it is properly repaired and inspected.
2	When using equipment, only take out of storage the equipment that is required to be used at that time. All other equipment should be left properly stored and only accessed when required.
3	USING EQUIPMENT Employees must ensure that they are properly trained on how to use a piece of equipment prior to its operation/use. This applies to all equipment including motorized equipment such as floor machines to manual equipment such as dry mops and ladders.
4	Where applicable, review operators manuals for proper handling and safety precautions for equipment.
5	Before using equipment be familiar with any other SWP related to task being performed such as Lifting, electrical safety, etc.
6	Ensure any PPE is in proper working condition and is worn while equipment is being handled and while work is being performed.
7	While in use, the work area must be kept clean and staff. Operator should watch to ensure hazards are not created while work is being performed.
8	Examples of precautions include: <ul style="list-style-type: none"> - Not leaving equipment sitting in an area that creates a blockage or risk to traffic. - Allowing cords to lie in a way that creates a tripping hazard. - Leaving water on the floor without proper signage and precautions.
9	Equipment must never be left unattended without having it moved to a location that minimizes risk to others. Cords must be rolled up and proper signage used before the equipment is to be left. If the equipment will not be used for an extended period of time it should be returned to its proper storage location.
10	STORAGE OF EQUIPMENT No equipment is to be stored in an area other than its designated location without Supervisor's approval.
11	When a task is completed, equipment should be returned to storage prior to additional equipment being accessed.

12	All equipment must be properly cleaned and prepared (cords rolled, water removed, etc.) prior to storage.
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: ROMs August 6, 2019	Approved by: 
Last Reviewed / Revised by and Date:	Note: This task will be monitored periodically to ensure compliance and effectiveness.