

HOUSEKEEPING

Mop in Sections. Place a “Wet Floor” sign next to the freshly mopped area before mopping the next section.

Use Only Non-Skid Wax.

Prevent Falls by staying in the area of spills or liquid until the area is clean/dry.

Store Wet Mops, Cleaning Buckets, Solutions in designated areas. Don't leave in hallways or resident rooms.

Don't Block Doorways/Hallways with cleaning carts or supplies.

Keep Uncovered Cleaning Solutions Safe, not on top of step ladders, boxes or cabinets.

Dump Wastebaskets. Don't dig into them with your hands.

Wear Gloves when emptying trash or handling soiled linens.

Don't Climb on top of crates or boxes, or step on the top rung of a ladder.

Protect Yourself with PPE when using chemicals, handling certain materials or equipment.

Team Lift. Use proper lifting techniques. Wear back brace when moving heavy objects.



Wear Proper Attire. Protect yourself from moving machinery by wearing proper clothing and shoes.

Keep Dryer Lint Trap Clean properly per facility protocol.

Train Properly prior to using equipment and chemicals.

Label Spray Bottles with contents of mixed products from larger bottles.

Report broken or defective equipment ASAP to your supervisor/ Safety Committee member.

Watch Out for Sharp Objects. Monitor for SHARPS when handling linens and trash.

Don't Cross Contaminate. Maintain a clean linen area separate from the dirty linen area.

Always Lock Cleaning Carts. Don't leave opened and unattended.

DIETARY

Wash Your Hands before and after your shift, before and after handling food products and each time you change your gloves to prevent cross contamination.

Locate Your Fire Extinguishers. Know locations of the nearest fire extinguishers in your building. Have a plan and practice how to use the fire extinguisher at least quarterly.

Store Heavy Objects in lower locations.

Utilize Proper Procedures and Materials when cleaning cookware and surfaces.

Transport Food Carts Safely.

Park unattended carts away from open doorways and against a wall. Don't stack trays and plates on top of the cart. Watch out for corners and swinging doors.

Clean Vents in Range Hoods as per regulation specifications.

Place Utensil Handles Away from the edge of range or work spaces.

Knives and Sharp Objects should be handled with care when cleaning and storing. Place the point and blades to the rear of drawers.

Wipe Up Spills ASAP. Keep floors and surfaces free of spills, trash and food debris.

Use Proper Lifting Techniques.

Allow Dishes and Utensils to Air Dry when possible. Remove hot dishes from the dishwasher with care.



Watch Out for Steam. Remove lids away from yourself.

Date and Label All Food properly per facility protocol.

Cover Food Containers when stored in coolers or storage areas.

Use Step Stools. Don't climb on boxes, chairs or crates.

Watch Out for Serrated Edges when tearing off foil or plastic wrap.

Verify Steam Tables Have Cooled Down before cleaning and removing items.

Don't Try to Catch Sharp Objects as they are falling.

Unplug Appliances Prior to Cleaning such as the meat slicer.

Assume All Pots, Pans, Stoves, Coffee Urns, Etc. Are Hot.

NURSING

Prevent Falls by ensuring bodily fluids, spills and liquids are cleaned up promptly.

Don't Climb on top of crates or boxes, or step on the top rung of a ladder.

Wear Proper Footwear.

Use Safe Lifting Techniques. Don't twist your body when transferring a resident. Wear a back brace when moving heavy objects. Use the buddy system when transferring or lifting resident. Use a mechanical lift when necessary.

Train Properly prior to using equipment and chemicals.

Report broken or defective equipment or safety concerns ASAP to your supervisor/Safety Committee member.

Watch Out for Sharp Objects. Dispose of needles properly utilizing Sharps containers. Use care when handling sharp objects like scissors or razors.

Keep Wheelchair Wheels Locked prior to transfer of a resident.

Oxygen Care Do not allow smoking when oxygen is in use. Store oxygen containers in designated area using proper storing guidelines. Utilize signage on rooms where oxygen is in use.

Implement Medication Safety. Ensure medications are not on tops of medication carts and that carts are locked when unattended.



OFFICE STAFF

Report unsafe practices or broken equipment to a supervisor or Safety Committee member.

Reduce Injury by keeping floors clean of debris and cleaning up spills and liquids.

Keep Electrical Cords Out of Walkways and Hallways. Inspect cords and report any damaged cords to maintenance.

Don't Use Multi-Plug Outlets.

Report Light Bulb Outages.

Keep Chair Legs On the Ground.

Don't Climb Objects. Use a step stool and avoid climbing on crates or boxes.

Keep Drawers and Cabinet Doors Closed to eliminate tripping or getting clothing caught on.

Wear Protective Shoes.

Watch Out for Sharp Objects. Don't compress trash in trash can or reach in to a trash can.

Protect Yourself from Chemical Exposure by only using approved cleaning solutions you've been trained to use.

Unplug Machines prior to cleaning or servicing them.

