

CUSTODIAL TRAINING GUIDE



WORKER SAFETY





What will be covered.



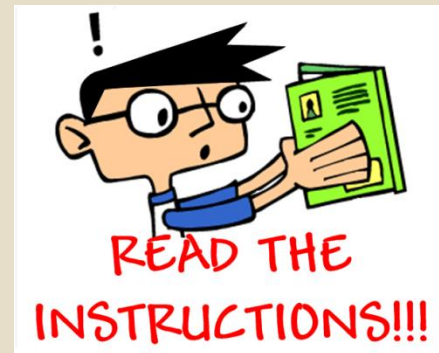
- Blood and Fluid Handling
- Ladder Safety
- Back Health
- Lifting Safety
- Chemical Safety
- Building Safety
- Security



Objectives and Materials



- The purpose of using worker safety practices is to prevent work related injuries and maintain an environment that allows workers to operate safely at all times.
- The materials required for worker safety vary depending on the type of activity performed.
- Workers will also participate in hands on training for each of the activities outline.



Custodians have a great deal of responsibility and a variety of tasks;



- Vacuuming
- Sweeping and Mopping
- Waxing floors
- Cleaning bathrooms
- Dusting
- Moving furniture
- Trash and recycling
- Restocking supplies
- Scrubbing
- Plumbing repairs
- Mowing lawns

- Removing stains
- Indoor Air Quality (IAQ)
- Insect control (IPM)
- Deliveries and Pickups
- Building Security
- Weather Emergencies
- Spill cleanups
- Minor Repairs
- Painting
- Carpentry
- Light bulbs

THESE ARE A SHORT LIST OF TASKS.

Physical Hazards



- Falls from Ladders,
- Wet, slippery floors,
- Falling objects,
- Machinery parts,
- Electrical equipment,
- Hot equipment,
- Sharp objects, metal and broken glass,
- Noise from machinery and cleaning equipment,
- High temperatures.





Blood and Fluid Clean Up Kits



- **“Clean Up Kits” are used to clean up and dispose of blood and other bodily fluids safely.**
- They contain:
 - rubber gloves
 - goggles
 - face masks
 - shoe covers
 - blood and fluid absorb powder
 - biohazard disposal bags
 - proper fluid handling instructions



Cleaning Procedure



- **Read all instructions carefully before handling any fluids.**
- **Each fluid has different clean up instructions.**
- **Consult your supervisor if you have any questions.**
- **Keep in mind these general instructions that apply to all fluid clean ups.**
 - Always wear all protective gear provided.
 - Follow instructions carefully on all absorption products.
 - Use only the red biohazard bags to dispose of waste.
 - Check with your supervisor for specific disposal instructions.



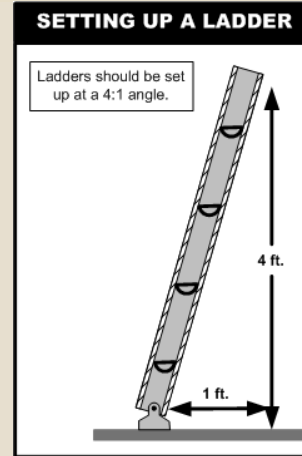
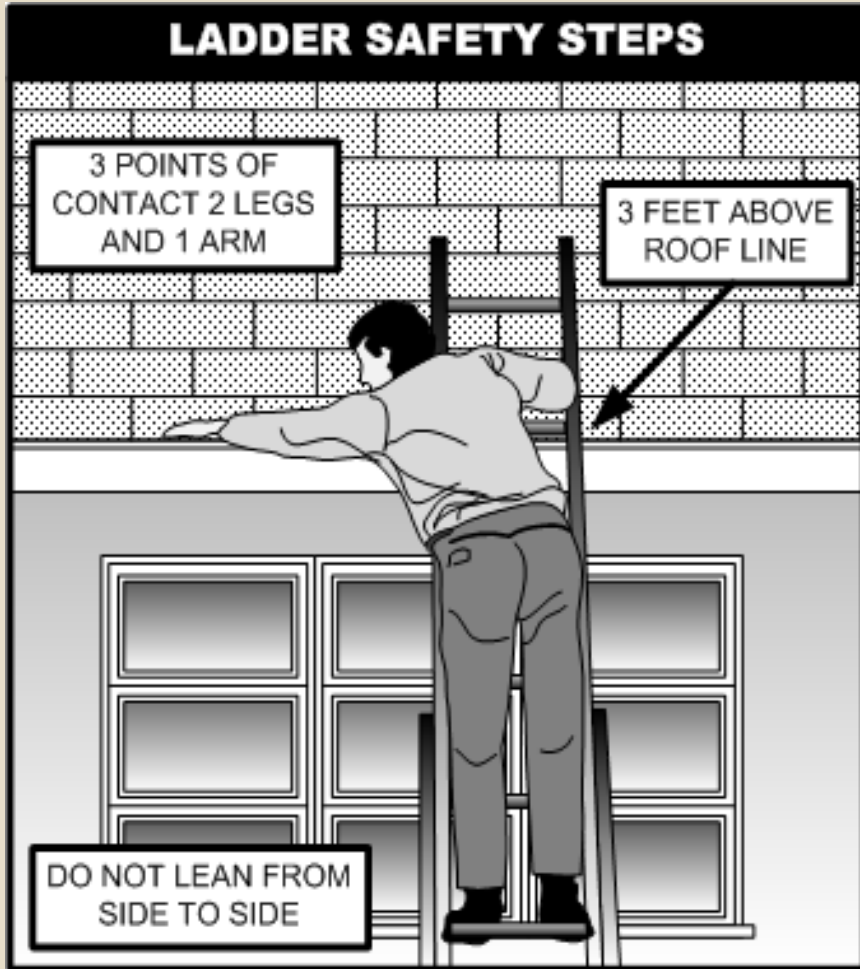
LADDER SAFETY



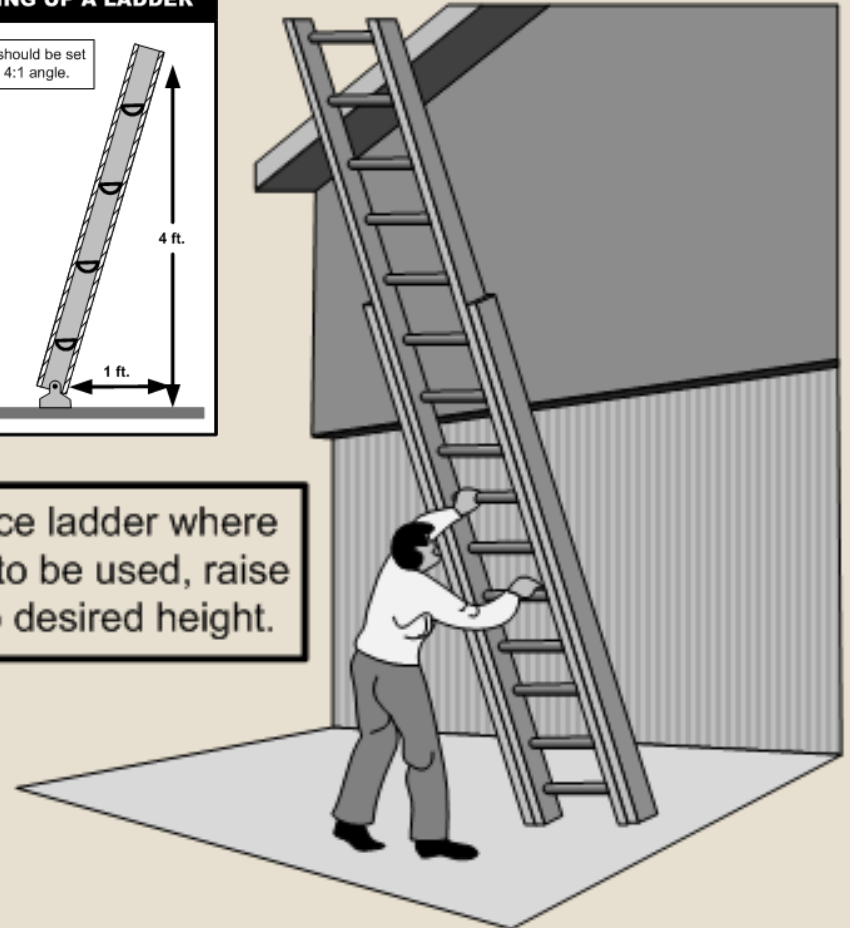
- Use common sense when working on a ladder.
- Inspect the ladder before using it.
- Look for shaky legs or broken steps.
- Report all inadequate equipment to your supervisor.
- Read the safety label on the ladder.
- Never climb a ladder higher than 6 foot without assistance.
- Never stand on or above the last recommended step.



LADDER SAFETY



Place ladder where it is to be used, raise it to desired height.



Back Health and Lifting Safety



- Proper lifting techniques should always be utilized to prevent injuries.
- Basic Lifting Safety;
 - Stretch arms, legs and back before lifting.
 - Only lift items that you are able to.
 - ✦ assistance may be needed
 - Lift with your legs.
- Use the same precautions to replace the item.



Proper Lifting

1



PLAN THE LIFT:

If the load is too heavy, get help or think about another way to move the object.

4



RAISE YOUR HEAD:
keep your back straight.

LIFT THE LOAD
to your waist slowly by
straightening your legs.

2



STAND CLOSE TO THE OBJECT:

If possible, put one foot beside the object and one foot behind it, this gives you balance and stability.

5



USE YOUR LEG MUSCLES TO LIFT. Lift smoothly and slowly keeping your back straight.

3



BEND YOUR KNEES:

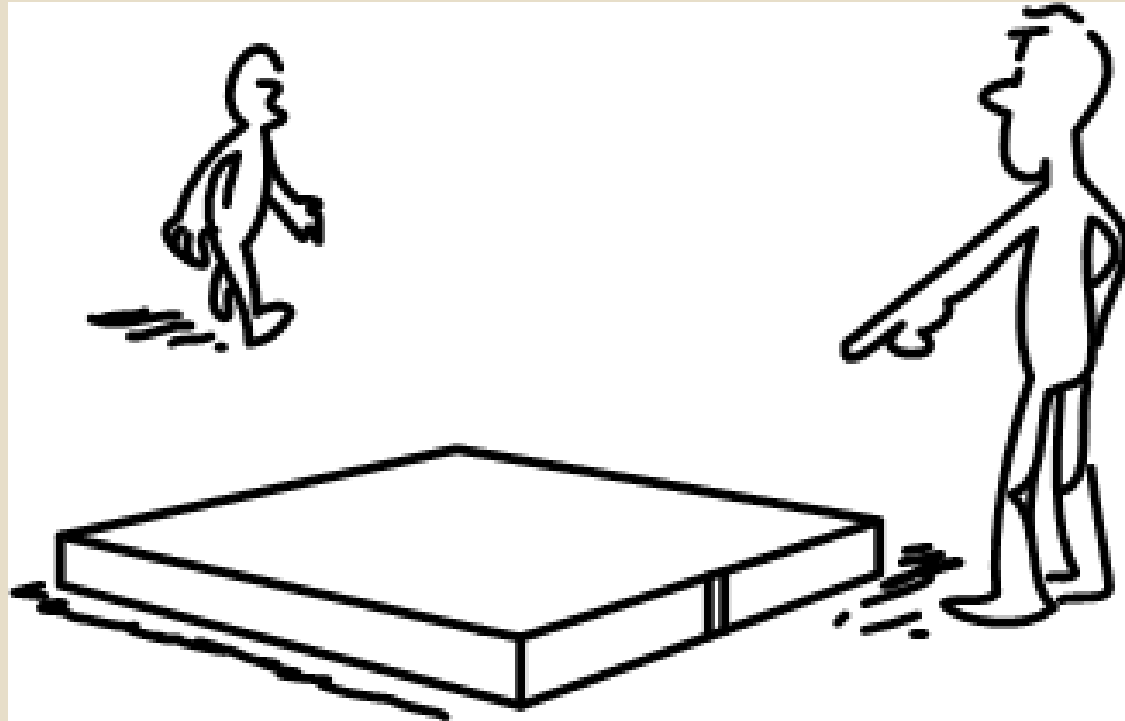
Hold the load firmly with both hands (not just your fingers or it might slip)

6



TO PUT THE LOAD DOWN, BEND YOUR KNEES AND KEEP YOUR BACK STRAIGHT.

Larger lifts.



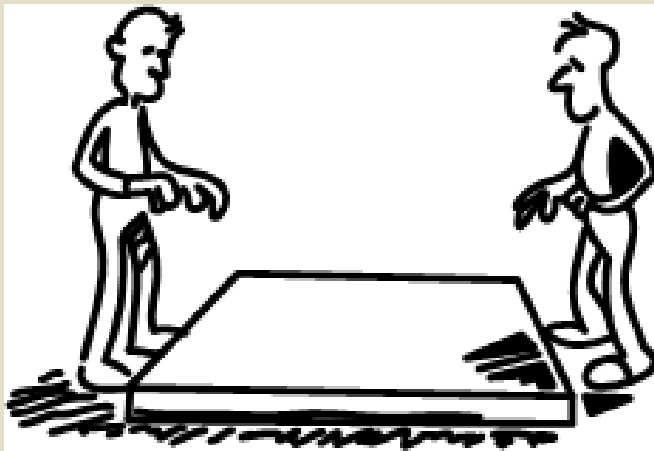
“DON’T DO IT YOURSELF!”

Get some help.



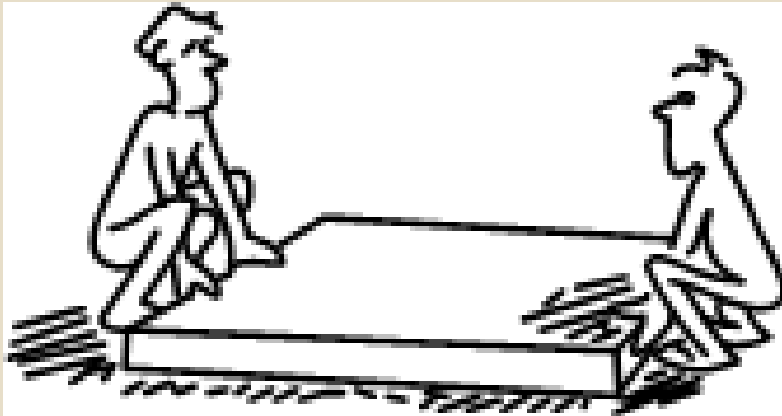
Find someone about your size and weight to help you.

One of you should be the leader who gives directions. Plan the lift together.

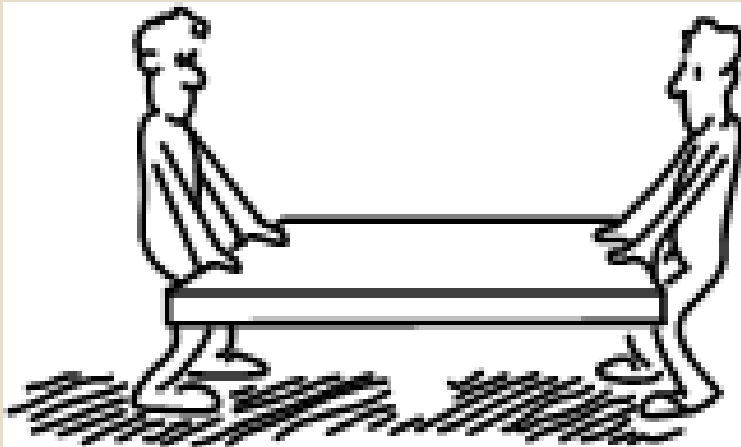


Stand close to the load with your feet apart.

Lift it RIGHT!

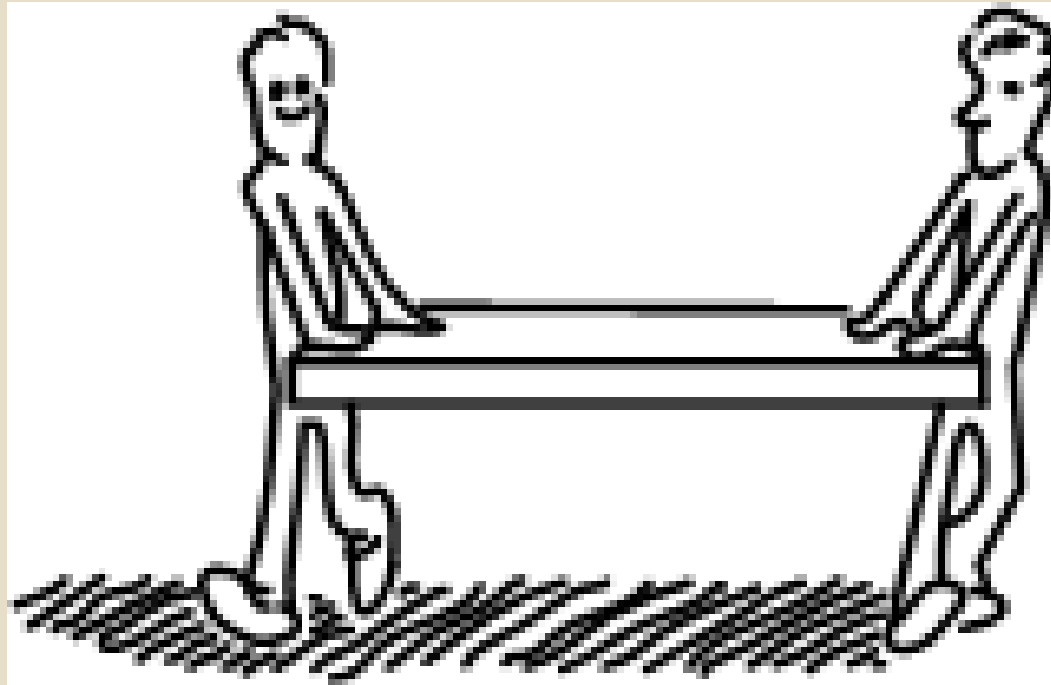


Bend your knees and hold the load firmly with both hands.



Keep your backs straight, lift by straightening your legs.

Carry it RIGHT!



WALK TOGETHER

With the leader giving directions
(for example, “Move your end to the right.”)

REMEMBER



NOT ALL PAIN

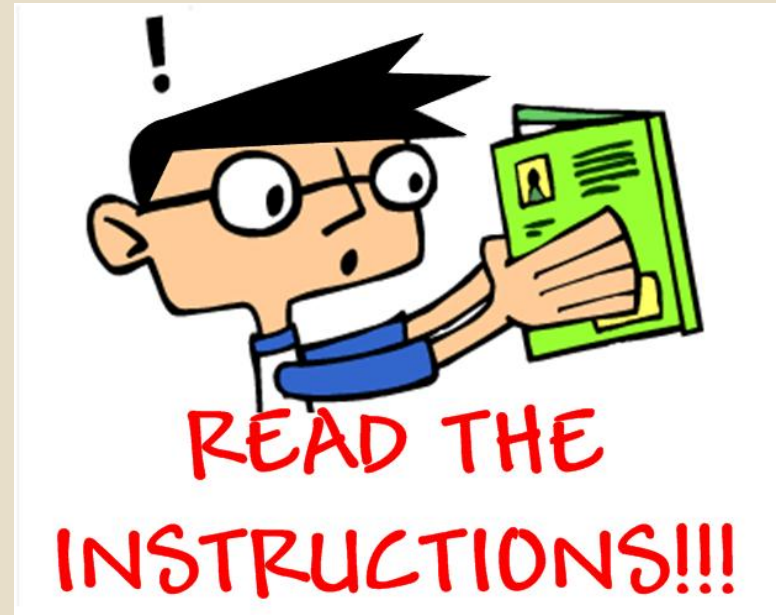


IS GAIN!

Chemical Safety



- Each chemical you use has specific instructions.
- Read them carefully before handling that item.
- Familiarize yourself with emergency exposure and fire instructions.
- Pay close attention to mixing instructions.
- Wear the proper safety gear when handling chemicals.
 - goggles
 - gloves
- Wash hands thoroughly when finished.



Chemical Safety Continued...



- When transferring bottles, *always write the name* of the product on the front and back of the bottle.
- Unmarked bottles should be disposed of immediately.
- Never try to smell the bottle to identify the product.



Building Safety and Security



- The Custodial Staff are an integral part of maintaining a high level of building security.
- Any building deficiencies or major security breeches you notice during your shift should be reported to your supervisor immediately.
- Building security is vital to your personal safety while at work.
- Security problems seldom arise, but all employees should be familiar with the proper procedures just in case of an emergency.

Door Security



- **Your security responsibilities begin when you arrive for your shift.**
- Night employees must see that all outside doors are locked at their appropriate times.
- Some buildings have special considerations, i.e. computer labs, practice rooms.
- Doors within buildings, such as personal offices and classrooms, should also be locked upon your arrival.
- Reminder cards can be left to occupants. (see later section)
- Only unlock rooms that you are currently in.
- Leaving many doors unlocked challenges your personal safety.





Window Security



- Windows should be shut and locked upon your arrival.
- Pay special attention to ground level windows that could be used to gain access.
- Reminder cards can be left to occupants (see later section)





Lights



- All office, classroom and lab lights should be turned off upon your arrival.
 - Lights left on are both a fire hazard and a waste of money.
- Reminder cards can be left for the occupants of offices where lights are continuously left on. (see later section)
- When you are finished in a room be sure to turn all lights off.
- Do not touch lights that appear to be related to experiments.
- If you have any questions, ask your supervisor.



Security Issues



- Once a building has been secured (closed), you should check to see that all people have exited from the building.
- You may occasionally find professors or students working late.
 - Use your discretion in these cases.
 - You may do any of the following:
 - ✦ Politely remind them that the building is closed and ask them to leave, or check with your Supervisor for further guidance.
- Once you become familiar with your building and shift, you may often see the same individuals working late.



Reminder Cards






- Reminder cards should be left for occupants of personal offices where you find doors unlocked, windows open or lights left on.
- If this becomes a repeated problem, contact your supervisor for the appropriate action.

**YOUR SCHOOL BUILDING
OPERATIONS DEPARTMENT**

Room # _____ Date: _____ Time: _____

We thought you would want to know we found the following;

		
<input type="checkbox"/> Open Window	<input type="checkbox"/> Door Unlocked	<input type="checkbox"/> Lights On

CUSTODIAN SECURITY

Emergency Exits



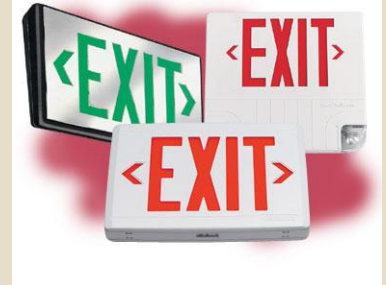
- Emergency exits should *always be free and* clear of any obstacles.
- If you find emergency exits that are blocked, notify your supervisor immediately.



Emergency Equipment



- All emergency equipment must be regularly checked.
- Look for missing or broken equipment.
- Report any findings to your supervisor.
- Regular dusting of emergency equipment may remind you to perform a visual check.





Security Lights



- Security lights should be checked regularly.
- You are responsible for lights attached to the building.
 - Bulbs will be replaced by the Maintenance Department when reported.
- Report outside lights that need to be replaced to your supervisor.





Emergencies



- In severe emergencies, the Local Police Department should be contacted immediately!
- **Dial 111**
- These emergencies include:
 - fires
 - alarms of any kind
 - bad smells such as gas or smoke
 - severe health related issues
 - Break ins
- When in doubt, contact your Supervisor and they will decide the next move.



**EMERGENCY
PROCEDURES**



Summary



- Become familiar with “Clean Up Kits” and procedures.
- Check trash cans nightly and dispose of wastes accordingly.
- Use common sense when working on a ladder.
- Utilize safe lifting techniques to prevent back injury.
- Label all chemical bottles. Throw away all unmarked bottles.
- Doors should be locked at their appropriate times.
- Windows should be closed and locked.
- Emergency equipment should be checked regularly.
- Emergency exits are to be clear of obstacles.
- Security lights should be checked and bulbs should be replaced as needed.
- The Local Police should be notified if any severe security issues arise.

• ***Dial 111***

