

Custodial/Janitorial Handbook



Janitorial and Custodial staffs are located throughout school facilities and are critical to the success of safety efforts on every campus.

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Custodial and Janitorial

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Safety Rules

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INTRODUCTION/OVERVIEW

On the job accident prevention is the responsibility of all the district's employees. It is the further responsibility of each employee to correct or report any unsafe condition or practice that he or she may observe.

Each supervisor is responsible for prevention of accidents to employees working under his/her supervision. It is the supervisor's responsibility to train these employees to enable them to work safely and efficiently.

GENERAL SAFETY RULES

The following are some important general safety rules that each employee is required to follow, regardless of work assignments.

1. Lifting improperly is a major factor of the tremendous number of claims for back injuries. The following procedures should be followed:
 - a. Size up the load; make sure it is stable and balanced. Test the weight to ensure you can lift it yourself.
 - b. Plan the job. Ensure that your path of travel is clear and that you have identified the location where you will place the load.
 - c. Establish a good base of support. Use a wide balanced stance with one foot ahead of the other.
 - d. Bend your knees and get as close to the object as possible. Lift with your legs and not your back.
 - e. Get a good grip on the object to be lifted. Make sure you can maintain your hold throughout the lift and won't have to adjust your hands later.
 - f. Lift gradually, don't jerk, but use a slow steady movement.
 - g. Keep the load close while carrying; this prevents you from arching your back and adding additional stress to your back.
 - h. Pivot; don't twist when you need to change directions. Move your feet in the direction of the lift. Twisting is especially harmful for your back.
 - i. If the load is too heavy either enlist another helper or use a mechanical device.
2. Good housekeeping is an aid to safety. All employees shall keep tools, equipment, and work areas clean and orderly.
3. Keep aisles stairways and exits clear of boxes and other tripping hazards. Do not obstruct exits.
4. Clean spills immediately. Mark the spill if you must leave to retrieve assistance or additional supplies.
5. Each employee should know the location of fire extinguishers in their work area. The area in front of a fire extinguisher should be kept clear for ready access. Employees should

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not fight fires that are beyond their fire training and limitations of the available fire fighting equipment. When in doubt, call professional help and evacuate to a safe area.

6. Gasoline will not be used as a washing or cleaning fluid. When cleaning solvent is required, use an approved cleaning solvent.
7. Material will be stored in a safe and orderly fashion. Flammable liquids should be stored in an approved Flammable Storage Cabinet.
8. Any employee, while on duty or on district property, who possesses, sells, or receives any illegal drug or who is under the influence of drugs or alcohol, will be discharged and, in appropriate situations, referred to law enforcement authorities.
9. Smoking will not be allowed at any facility.
10. Use caution when opening doors which serve two-way pedestrian traffic.
11. Use a stepladder or a step stool for reaching above shoulder height. Never stand on the cap of a ladder.
12. While in a district vehicle, seat belts are required to be worn at all times. Do not disable airbags unless you have written permission from your Supervisor.
13. Do not operate machinery that you are not familiar with and have not been trained to use.
14. Inspect all tools and equipment prior to use to ensure they are in working order and do not present a hazard.
15. After use put all tools/or equipment back in their proper place.
16. Disconnect all electrical cords by grasping the plug and carefully disengaging; never yank by the cord. If an electrical cord is frayed or wires are exposed remove it from service.
17. Use handrails when using the stairways. Never take more than one stair at a time.
17. Only qualified, designated employees should work on electrical wiring and equipment.
18. Horseplay or practical jokes will not be tolerated.
19. Material Safety Data Sheets must be available, at the point of use, to any person who requests this information.
20. Report all accidents to your supervisor.
21. Report all unsafe or broken tools and equipment to your supervisor. Mark the tool or equipment so that no one else will use.
22. Observe all warning signs, safety bulletins and posters.
23. Do not do any job that appears unsafe; ask your supervisor for guidance.

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CUSTODIAL AND JANITORIAL SAFETY RULES

The following are some important general janitorial and custodian safety rules that each employee is required to follow:

1. Use caution when mopping floors. Do one-half of the hall at a time, wait for that side to dry, then do the other half. Put out caution signs indicating “Caution - Wet Floors.”
2. Use care in handling crates, broken glass, jagged wires, etc. Use gloves.
3. Never store metal items or anything flammable or combustible in a storeroom where electrical equipment is located.
4. Do not block hallways, stairs or exits.
5. Keep the storeroom and boiler rooms clean and roomy.
6. Always mix and apply waxes according to the label. Always use “UL Approved” non-slip waxes or floor coatings.
7. Proper floor maintenance is vital for keeping floors from becoming hazardous.
8. Store and use acid or caustic drain cleaners properly. Keep caustics away from chlorine cleaners. Use eye protection. Read the directions before using any cleaner. Do not use strong cleaners while students, teachers or administrators are using the facility.
9. Use extension handles on dust mops, etc., to reduce the need for climbing to high places.
10. Use handrails when using stairways and stay to the right.
11. If your hands are full, use a cart and keep the load light. Do not let the load obstruct your vision when moving in hallways or stairways.
12. Always put tools, equipment, and machines back in their proper place after use. Do not leave pails and carts, etc., in the middle of hallways where they can become obstacles.
13. Do not store flammable or combustible materials such as paper products, gasoline cans, aerosol cans, mops with wooden handles, etc., in the vicinity of the boilers or other sources of heat such as gas water heaters.
14. Do not use equipment or chemicals you have not been properly trained to use.
15. Never store chemicals in unmarked containers.
16. Material Safety Data Sheets should be read and understood for all chemicals being used.
17. Never overload electrical circuits.
18. Storage rooms should be kept locked to prevent unauthorized access to tools and chemicals.
19. When in doubt, ask your supervisor.

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Acknowledgement of General Safety Rules for Custodial and Janitorial

I have received the General Safety Rules and fully understand the rules. If in the future I have any questions regarding any of the Rules I will seek clarification from my Supervisor immediately.

Name: (printed)

Name: (Signature)

Date: _____

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New Employee Training

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INTRODUCTION/OVERVIEW

Employee training is probably your most valuable accident prevention tool in developing employee awareness of safety. Through training, your employees learn to recognize and eliminate hazards. Many accidents could be avoided if the employee was shown safe work practices and made aware of the hazards of the job. The following may be helpful:

THE SUPERVISOR

Your own supervisors are the key to any accident prevention program, and with your support and guidance they can have a direct impact on the reduction of workplace accidents.

THE NEW EMPLOYEE

Include safety in your discussion with any new employee during their orientation.

- Give the new employee a tour explaining the operation, the processes, and all equipment.
- Explain any hazards that could lead to injury, and the safety precautions to prevent injury.
- Discuss the district's safety policy and dedication to providing a safe and healthful work environment
- Provide the employee with a copy of safety rules and procedures and discuss any questions or particular items of interest with the employee (accident reporting, hazard reporting, etc.).
- Discuss your Accident Prevention Plan with the employee.
- Provide training on any specific hazard(s) of the employee's job.
- Include briefings, videos, discussions, informal talks, etc., on topics that affect their safety and health.
- Have employee sign training completion form to document that they have completed training and will go to their supervisor with any questions.

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NEW EMPLOYEE TRAINING

The efficiency of your district depends on how well your employees understand and carry out their jobs. Train them the right way by:

- Analyzing the task and its hazards.
- Putting the employee at ease.
- Showing the employee exactly what has to be done to perform efficiently and safely - explain each step.
- Watching the employee try out the task - explaining each step back to you.
- Following up - check the performance from time to time.

The few extra minutes taken at this time to make sure the employee understands the job will pay for itself later on.

Supervisors should review with each new employee equipment operation and maintenance manuals, product information, MSDS records, safety manuals, standards, and training instruction for specialized operations maintained at work locations for reference.

Supervisors should also review with each new employee the procedure for reporting injuries that occur while on duty and performing assignments as employees. Failure to report an accident as soon as possible may cause a delay in the claim being processed by the district. It is the district's responsibility to report promptly all accidents which require medical treatment to the Division of Workers' Compensation offices.

NEW EMPLOYEE ORIENTATION

The following are some important safety rules and practices that each employee is required to follow, no matter what work assignment is being performed.

1. Do not run, watch your step, and try to maintain your balance.
2. Know your evacuation procedures and the location of fire extinguishers, fire alarms, or any other emergency equipment.
3. Immediately report hazardous conditions or substances, broken equipment, and defective tools to your supervisor, principal, or superintendent. They will take appropriate action to correct the problem.
4. Never overload electrical circuits.
5. Never plug appliances with heating elements into surge protectors.

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6. District property, including building and grounds, is no place for horseplay, fighting, teasing, and/or practical jokes.
7. Never use chairs, carts, tables, counters, boxes, or other substitutes for ladders or work platforms.
8. Obtain operating instructions for all equipment. Before attempting to operate any machinery with which you are not familiar, read the operating instructions carefully. After use, put all tools and/or equipment back in their proper place. Disconnect all electrical cords by grasping the plug and carefully disengaging; *never yank by the cord*.
9. Use handrails when using the stairways.
10. Sweep broken glass onto a dust pan. In instances where glass is shattered into particles to be picked up by hand, always use gloves or a wet paper towel; never use bare hands.
11. Wipe up all spills immediately, regardless of who caused the spill. . If you do not wish to wipe up the spill, or you have nothing with which to clean it, do not leave the area unguarded. Report the spill to the proper person immediately.
12. Store combustible, flammable, or hazardous material in approved cabinets or rooms only, and always use approved safety containers.
13. Material Safety Data Sheets (MSDS's) are available to any person who requests this information.
14. All ladders should be inspected and set up properly before using.
15. The use of alcoholic beverages, narcotic drugs, or their derivatives in the work place is grounds for immediate termination.
16. Use common sense at all times. If you are unsure about something, ask!
17. Take care when lifting. Lift properly and stay within your limitations.

PROCEDURES FOR REPORTING

ON-THE-JOB INJURIES OF EMPLOYEES:

Employees of the district who are injured on duty and while performing assignments as employees, must report such accidents immediately to their supervisor. Failure to report an accident as soon as possible may cause a delay in the claim being processed by the district. It is the district's responsibility to report promptly all accidents which require medical treatment to the Texas Workers' Compensation Commission offices.



Safety Inspections

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As a supervisor, you should always be on the lookout for hazardous conditions or practices in your workplace. One way to keep track of these factors is to make inspections. Informal safety inspections are a part of daily work activities and require that supervisors and their employees constantly be on the lookout for hazards on the job. Formal inspections should be more intentional and include a review of all aspects of the operations.

GOALS OF THE SAFETY INSPECTION

The basic purposes of safety inspections are to ensure compliance with standards and to serve as a tool to evaluate safety performance activities. Prompt correction of substandard or hazardous conditions detected in an inspection shows that the organization is seriously concerned with accident prevention. Also, if it is discovered that workers are not following safety procedures while performing their jobs, appropriate actions can be taken to educate or retrain employees in safety policies and guidelines.

FORMAL SAFETY INSPECTIONS

In addition to informal or continuous inspections, formal inspections should be made at least annually. These formal inspections are a vital part of a strong loss control program.

When conducting an inspection, it is important to categorize the different areas at each campus to perform a thorough site audit. Categories include, but are not limited to:

- Gymnasiums
- Maintenance areas
- Boiler rooms
- Cafeterias
- Industrial/Fine Arts shops
- Classrooms
- Storage areas
- Science storage areas
- Laboratories
- Offices

All noted unsafe conditions should be corrected immediately to prevent injury to staff and students or damage to property. Documentation of these inspections should be kept on file for at least three years. An informal inspection (not documented) should be conducted daily by supervisors and employees before each shift. Hazards that cannot be corrected immediately should be documented so that responsibility for corrective action can be assigned.

A sample *Employee Safety Observation*, *Safety Inspection Checklist* and an *Employee Request for Correction of Safety Hazard Form* are presented here as a guide to assist the district in formulating and carrying out a formal safety inspection procedure.

Discuss any substandard inspection results with your workers. Regularly reinforce, or retrain, your employees in safe work practices. Discuss with them the hazards they face with the materials or conditions in their work area. Encourage workers to notify you of any hazards they might discover by utilizing the *Employee Request for Correction of Safety Hazard Form*. It is up to you to set the standard for safety and motivate your workers to develop and maintain appropriate safety practices.

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EMPLOYEE REQUEST FOR CORRECTION OF SAFETY HAZARD

This form is to be completed when an employee has noted a hazardous situation. It is the responsibility of the site administrator, or supervisor, to ensure that follow-up and corrective measures are taken.

To: _____ (Site Administrator)

This is a request that the following safety hazard be investigated and/or corrected.

Dept. _____ Bldg. _____ Room _____

Location of hazard _____

Specific description of hazard _____

What measures were taken to temporarily control the hazard?

Signed: _____
Employee Date

Administrator Recommendation:

1. Corrective action will be taken by:

Name: _____ Due Date: _____

2. Referred to Maintenance for immediate action;

3. Other: _____

Signed: _____
Site Administrator Date

Date Hazard Corrected: _____

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EMPLOYEE SAFETY OBSERVATION

EMPLOYEE: _____ DATE: _____

WORK PRACTICE OBSERVED: _____

1. Unsafe or Awkward Positions

- | | |
|------------------------|------------------------------|
| _____overreaching | _____under overhead work |
| _____bending/stooping | _____overcrowding |
| _____lifting/back bent | _____near heat/cold extremes |
| _____obstructed sight | _____aisle obstructed |
| _____other | _____ |

2. Unsafe Work Procedures

- | | |
|---------------------------------------|----------------|
| _____improper tool/equipment | (specify)_____ |
| _____work exceeds capability | (specify)_____ |
| _____work endangers others | (specify)_____ |
| _____hazardous chemicals or materials | (specify)_____ |
| _____personal protection | (specify)_____ |

3. Other Concerns

Work Practices Remarks:

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SAFETY INSPECTION CHECKLIST

Location: _____ Date: _____

Inspector: _____

| | Janitorial Closets | OK | Needs Improvement | Date Corrected/Initials |
|----|-----------------------------------------------------------------------------------------|----|-------------------|-------------------------|
| 1 | Are floors clean, dry and in good condition? | | | |
| 2 | Are aisles free of boxes or clutter? | | | |
| 3 | Are electrical panels accessible and properly labeled? | | | |
| 4 | Are doors and latches working properly? | | | |
| 5 | Are closets kept locked unless they are in use? | | | |
| 6 | Are products or supplies properly stored? Light items on top, arranged to avoid tipping | | | |
| 7 | Is shelving in good condition? | | | |
| 8 | Are shelves adequate to bear weight of items stored? | | | |
| 9 | Are combustibles kept away from heat sources? | | | |
| 10 | Are outlets, switches and electrical components working properly? | | | |
| 11 | Are ladders in good condition and properly stored? | | | |
| 12 | Are chemicals properly labeled? | | | |
| 13 | Are Material Safety Data Sheets (MSDS) available for all chemicals? | | | |
| 14 | Is the first aid kit readily accessible and adequately stocked? | | | |
| 15 | Are all lights working properly? | | | |
| 16 | | | | |
| 17 | | | | |
| | General Work Areas | OK | Needs Improvement | Date Corrected/Initials |
| 1 | Are floors in good condition? | | | |
| 2 | Are aisles free of clutter? | | | |

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| | | | | |
|----|---------------------------------------------------------------------------------------------|----|-------------------|-------------------------|
| 3 | Are drain screens cleaned properly? | | | |
| 4 | Drain and other floor holes are covered? | | | |
| 5 | Are doors and latches working properly? | | | |
| 6 | Are plugs on equipment in good condition with grounding wire intact? | | | |
| 9 | Are electrical cords in good condition, without nicks or bare wires? | | | |
| 7 | There are sufficient electrical outlets so cords for appliances do not cross traffic areas. | | | |
| 12 | Have portable fire extinguishers been inspected and serviced within past year? | | | |
| 13 | Is a first aid kit readily available and fully stocked? | | | |
| 14 | Emergency plan posted and emergency telephone numbers are checked regularly? | | | |
| 15 | Are combustibles kept away from heat sources? | | | |
| 16 | Are outlets, switches and electrical components working properly? | | | |
| 17 | Is lighting adequate and lights working properly? | | | |
| 18 | Does a plastic shield or cover protect the fluorescent tubes in light fixtures? | | | |
| 19 | Are exit signs illuminated? | | | |
| 20 | Is access to breaker panels, fire extinguishers, and fire exits unobstructed? | | | |
| 21 | | | | |
| | Work Practices | OK | Needs Improvement | Date Corrected/Initials |
| 1 | Are "Wet Floor" warning signs displayed when needed? | | | |
| 2 | Are employees wearing proper slip-resistant footwear? | | | |
| 3 | Are employees using proper lifting techniques? | | | |

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| | | | | |
|----|--------------------------------------------------------------|----|-------------------|-------------------------|
| 5 | Are custodial carts pushed rather than pulled when moving? | | | |
| 6 | Are ladders inspected prior to use for condition? | | | |
| 7 | The proper height of ladder is used for task at hand? | | | |
| 8 | No jewelry worn that could get caught in machinery | | | |
| 9 | Is defective equipment tagged and removed from service? | | | |
| 10 | | | | |
| | General Worksite | OK | Needs Improvement | Date Corrected/Initials |
| 1 | Workers Compensation posters displayed | | | |
| 2 | Safety signs and warnings are posted | | | |
| 3 | “Caution – Wet Floor” signs available | | | |
| 4 | First Aid Kit readily available? | | | |
| 5 | Is fire extinguisher readily available? | | | |
| 6 | | | | |
| | Health and Safety Training | OK | Needs Improvement | Date Corrected/Initials |
| 1 | New employees receive orientation training | | | |
| 2 | Safety meetings are held regularly | | | |
| 3 | Employees know how to report hazards, and potential hazards? | | | |
| 4 | Employees know how to report an on the job accident. | | | |
| 5 | All employees receive training to include: | | | |
| | Work Area Hazards | | | |
| | Emergency Action Plan | | | |
| | Equipment Operations | | | |
| | Personal Protective Equipment | | | |
| | Hazard Communication | | | |
| | Lockout/Tagout | | | |
| 6 | Safety Rule acknowledgement on file for every employee | | | |

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