



Safety Rules: Cleaning Floors – Sweeping & Mopping

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1

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Purpose

This document outlines the rules for the safe operation of floor cleaning items.

Scope

This document applies to all housekeeping and cleaning workers.

Rules

1. PPE to be worn: Fully covered shoes, dust mask (if required)
2. Ensure floors are swept first using soft broom and dustpan & brush to sweep dirt up if using vacuum cleaner – refer to SWP on vacuuming)
3. Once sweeping or vacuuming finished put equipment away
4. Use appropriate manual handling techniques – use a lunging motion, do not bend and twist the back, use the legs. Take regular rest breaks
5. Do not move heavy furniture to clean floors. If a heavy item must be moved see your supervisor for an appropriate manual handling solution
6. When finished rinse out mop and bucket and put away.