

PHYSICAL PLANT
OPERATING POLICY AND PROCEDURE

PP/OP 02.21: Custodial Services Requirements for Use of Personal Protective Equipment on Wet Surfaces

DATE: June 27, 2008

PURPOSE

The purpose of this Physical Plant Operating Policy and Procedure (PP/OP) is to establish a policy regarding the use of slip resistant overshoes on wet surfaces, for Physical Plant Services - Custodial.

REVIEW

This PP/OP will be reviewed in June every four years by the director – physical plant services and recommendations forwarded to the managing director – physical plant.

POLICY/PROCEDURE

1. **General Statement**

Employees will be provided personal protective equipment and training for its proper use. They are responsible for cleaning and maintaining equipment. Intentional abuse, failure to use, or repeated loss of protective equipment will be cause for progressive disciplinary action.

2. **Safety Rules**

a. Slip resistant safety overshoes are to be worn when:

- (1) stripping, scrubbing, and flood rinsing floors,
- (2) throwing water or strip solution in front of the machine,
- (3) operating the floor or automatic scrubbing machine,
- (4) wet mopping or throwing more water or strip solution,
- (5) operating the wet vacuum,

- (6) mopping behind an automatic scrubbing machine or wet vacuum,
 - (7) using a doodlebug on a wet floor,
 - (8) mopping up spills or puddles from leaks,
 - (9) rain or melted snow has created puddles or wet floors, and
 - (10) working, walking, or standing on any wet floor condition,
- b. Slip resistant safety overshoes must be worn anytime you are required to be on a wet floor (for any reason) to avoid slips or falls.
 - c. Don't rush yourself, don't rush anyone else, and don't let anyone rush you while working or walking on a slippery floor.
 - d. Avoid turning sharply when walking or working on a wet or slippery floor.
 - e. Do not keep your hands in your pockets while walking or working on a slippery floor.
 - f. Walk slowly and take small steps flat-footed when walking on a slippery floor.
 - g. When ascending and descending stairs, hold the rail.

3. Inspection, Maintenance, and Use

Slip resistant shoes should be:

- a. Inspected prior to each use
 - (1) shoes with tears should be replaced,

(2) soles should be clean and serviceable - they will lose their slip resistant quality if allowed to become clogged, caked, and/or worn, and

(3) only the correct size should be worn.

b. Maintained

(1) Slip resistant overshoes should be cleaned and dried after each use.

(2) Slip resistant overshoes will be replaced as needed.

(3) Slip resistant overshoes should be worn over rubber overshoes to provide a slip resistant surface.

4. Training

a. All custodians will be trained in the appropriate use of slip resistant overshoes.

b. New custodians will be trained prior to entering their assigned area. All other custodians will be retrained on an individual basis as needed.

c. This training will be documented and retained in the employee's personnel file.

5. Accountability

a. Director - physical plant services is responsible for enforcing this policy.

b. Custodial Supervisor/Trainer is responsible for ensuring employees are trained appropriately

c. Supervisors are responsible for:

(1) making sure slip resistant overshoes are available in the correct size when replacements are required,

- (2) continually surveying employees for compliance, and
 - (3) Correcting employees who do not comply, recommending progressive discipline for noncompliance.
- d. Employees are responsible for:
- (1) making sure slip resistant overshoes are the correct size and advising supervisor when replacements are needed,
 - (2) wearing slip resistant overshoes when conditions require,
 - (3) maintaining and inspecting, and
 - (4) complying with this policy.

RESPONSIBILITIES

<u>POSITION</u>	<u>SECTION</u>	<u>MONTH</u>	<u>DAY</u>
Director – Physical Plant Services	Review (ONY)	January	1

Approved: _____
Reviewer

Approved: _____
Managing Director for Physical Plant