



## Safety Orientation – Custodial Duties Susquehanna Conference

***This is to be completed for each new custodial employee/volunteer. The Supervisor or designate shall conduct this training to ensure the new employee understands each component. Place initials of the trainer in the boxes, below, that corresponds with each item.***

### ***Description of Safety Items & When to Use Them:***

#### **Cut-Resistant Gloves**



*Cut-resistant gloves* are worn to protect your hands from cuts and scrapes. Cut Resistant gloves are to be worn for the following tasks:

- Cleaning up broken glass
- Removing trash
- Using box cutters

#### **Rubber Gloves**



*Rubber gloves* are worn to protect your hands from harmful chemicals, and Bloodborne pathogens. Rubber gloves are to be worn for the following tasks:

- Working with chemicals

#### **Safety Goggles**



*Safety goggles* are required when working with liquids or fluids that could splash in your eyes. Safety goggles must be worn for the following tasks:

- Using power washer

#### **Safety Glasses**



*Safety glasses* are required to be worn when:

- Using power equipment to edge or trim shrubbery, scraping paint, using shop equipment (such as grinding wheels, etc.).
- Working overhead (as in replacing ceiling tiles)



## Safety Orientation – Custodial Duties Susquehanna Conference

### Hazardous Chemicals

You should know the hazards associated with the cleaning supplies and products you will be working with. A list of all authorized chemicals you may come in contact with is located in the Department Manager's office. We want you to have all the information you need to work safely with these chemicals. As an employee, you have access to SDSs (Safety Data Sheets) for each of the chemicals. SDSs contain the following information:



- Product identification.
- Physical and chemical characteristics of the product
- Physical health hazards related to the product.
- Exposure limits
- Emergency and first aid procedures

All containers containing hazardous chemicals must be identified. The containers must be labeled with the following:

- The written name of the material in the container.
- Hazard warnings
- Protective equipment needed

### Fire Safety

All buildings should be equipped with evacuation plans, emergency exits, and fire extinguishers.

-Evacuation plans are posted to ensure that employees, volunteers, and congregants know the designated evacuation route and can evacuate the building safely in the event of an emergency.



-Emergency exits must be unblocked and free of obstructions at all times. All employees must understand where the emergency exits are located and how to access them in the event of an emergency.

-Fire extinguishers are located inside the properties. Employees should NOT attempt to fight fires – CALL 911 or local Fire Department.



In the event of a fire, follow these steps:

- Call 911 or local Fire Department and evacuate area.

### Flammable Liquid Storage

Flammable liquids MUST be stored in rated, flammable-proof cabinets.



-All aerosols, oil-based paints, solvents and other flammable liquids (including gasoline) must be stored within a rated, fireproof cabinet.



## Safety Orientation – Custodial Duties Susquehanna Conference

### Trash Removal

Never place broken glass inside the trash. All Broken glass must be placed in a “broken glass container”. When removing trash, wear cut resistant gloves and follow these helpful hints:



-Never use hands to push trash down into can, there may be broken glass or a needle inside.

-If you see a needle, do not bend, break or recap. Using cut resistant gloves; discard in a red “sharps” container if there is one at your location. If not, wrap well before discarding.

-Do not toss the trash bag over your back, or hold the full bag close to your body. You may be cut by



something in the bag.

-Empty trash frequently to avoid heavy loads.

-If the bag is too heavy, ask for assistance, you won't be able to lift the bag into the dumpster alone.

### Preventing Slips, Trips and Falls (Inside)



Good housekeeping is imperative.

-Replace floor mats when worn or frayed.

-Place entrance mats at all exterior doors, and keep them dry.

-Elevation changes should be brightly painted.

-Wear well-fitted shoes with non-skid bottoms.



### Preventing Slips, Trips and Falls (Outside)



-Keep parking lot clean, and free of debris.

-Check for and repair potholes and large cracks.

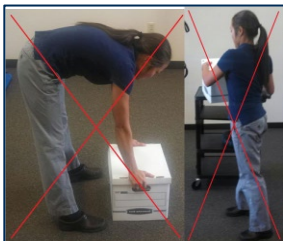
-Frequently inspect all outside lights.

-Keep storage areas and access hatches locked.



### Safe Lifting

Whenever possible use a cart or hand truck, or ask for assistance, but if you must lift follow these safe lifting tips:



-Plan a path free of obstacles.

-Facing the object, position your feet about shoulder width apart.

-Bend at the knees, keep your back straight.

-Get a firm grip on the object.

-Lift the object with your legs, not your back.

-Keep the object close to your body.

-Keep your back straight, while carrying the object. Make turns with your feet, not your waist.





## Safety Orientation – Custodial Duties Susquehanna Conference

### Stacking & Storage

No employees should ever be injured by falling or improperly stacked inventory.



#### Storage Areas with Storage Racks (including dry storage areas):

- When stacking; stack single pick and/or lightweight items on the top shelf.
- Heavier items should be stacked in the middle shelves. Items rarely used should be placed on the lowest shelves.
- To retrieve items stacked higher than 5' employees must use an approved ladder or step stool.
- All products should be stacked neatly. Damaged or leaking boxes or containers should be removed immediately.
- Arrange items so like items are together for easy access.

### Bloodborne Pathogens

Bloodborne pathogens are microorganisms that are present in human blood and can infect and cause disease in humans. These pathogens include, but are not limited to, Hepatitis B and HIV.



- Treat everything especially BLOOD, VOMIT, and FECES as potentially infectious.
- If you find used needles, notify your supervisor immediately! Wash your hands well, rubbing vigorously, and use hot water and soap, after removing gloves.



### Landscaping

- Proper PPE must be worn, including eye, hearing, and hand protection.
- Proper footwear, such as steel-toed boots, is also required when using outdoor equipment.





## Safety Orientation – Custodial Duties Susquehanna Conference

### Ladder Safety

- Make sure the ladder is in good condition BEFORE you use it! It should not have any of the following; if you find any of the following, you must take the ladder OUT of service and select a different ladder:

- Loose, split, cracked, or missing rungs;
- Lost or damaged feet (non-slip);
- Cracks on any section;
- Signs of corrosion;
- Loose rivets, fastenings;
- Grease or anything slippery on the rungs.

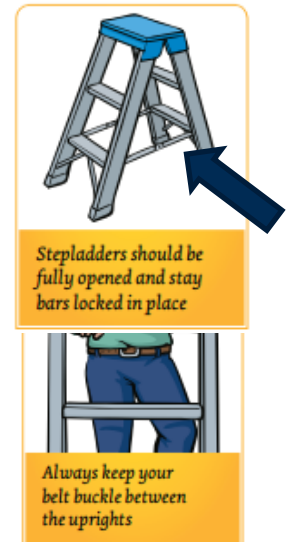
- Properly place the ladder.

- Open the step ladder all the way, on a firm, flat surface;
- Make sure the ladder sides are all the way open;
- Lock the spreader bar (see arrow in the picture at right).
- Safely climb the ladder.

- Keep three points of contact on the ladder at all times – two hands and one foot, or two feet and one hand – while climbing, and two feet and one hand when working;

- Climb facing the ladder with your body centered between the rails;
- Don't step on the top rung or the very top of the ladder;
- Don't twist your body while climbing;
- Don't climb with hands full of gear;
- Do not lean out or around ladder uprights;
- Keep your belly button between ladder uprights;

- Do not "skip a rung" to attempt to jump – you could injure your joints and/or fall.



Never have tools or other items resting on the steps or hanging from the rungs.

Never over-reach sideways.

Never carry heavy or unstable items up the ladder.

Never use a ladder with missing, broken or loose parts.



## Safety Orientation – Custodial Duties Susquehanna Conference

### **Congratulations!**

You have completed the Safety On-the-Job Safety Training packet! We care about your safety! Should you ever have concerns, comments, or questions, please ask your Supervisor or member of the Staff/Parish Committee or your Conference Safety Committee.

**Today's Date:** \_\_\_\_\_ **Date of Hire:** \_\_\_\_\_

*I have read and understand the safety information contained in this on-the-job safety orientation, and I agree to comply with all safe work practices.*

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**Good luck, and BE SAFE!**