



BRANDON UNIVERSITY

Safe Work Procedure

**Physical Plant
Cleaning – High and Low
Manual Dusting**

Approved by:
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Reviewed by:
WSH Committee Member

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Potential Hazards:

H	M	L	Risk for Injury
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Awkward / sustained postures
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Biological pathogens
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Chemicals
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Combustibles / flammables
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Electrical hazards
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extreme heat / cold
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Forceful exertions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Material falling
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moving machinery / parts
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Noise
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pinch points
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Repetitive motions
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sharp points / edges
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Skin compression
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Surfaces causing falls
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic – Vehicle or pedestrian
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two Person Job
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vibration
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Violence / Psychological Hazard
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other - _____

Risks: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your manager or supervisor immediately.

Equipment/Devices or PPE Required:

- Head Protection
- Eye Protection
- Ear Protection
- Face Protection
- Other Protection Dust Mask if required
- CSA approved safety eyewear; latex gloves;
- CSA approved footwear; CSA approved hearing protection
- Body Protection
- Hand Protection
- Foot Protection
- High Visibility Wear

Required Training:

- WHMIS
- Task performed and reviewed by competent person
- other associated BSW SWPs
- SWP – Ladder Safety

All employees shall be trained on required Safe Work Procedures (SWP) until competent. This will include a review of SWP documentation and hands-on training as required. Employees are responsible for performing the task in accordance with training, established health and safety regulations/guidelines, policies, and procedures. Managers, supervisors, or delegates will ensure all duties are performed in accordance with training, established health and safety regulations/guidelines, policies, and procedures.




NOTE: Additional Potential Hazards

Only use cleaning products and equipment provided by the Physical Plant.
Do not leave equipment unattended.

Steps to Perform This Task Safely:

	Instructions	Photo
Pre-use	Inspect and don all required PPE.	
1.	Stand at an angle so that you are not directly under the dusting area.	
2.	Keep elbows close to body to minimize over-reaching.	
3.	Choose proper equipment for the task: For low dusting, use handheld duster. For high dusting, use duster with telescopic handle or ladder.	
CAUTION	Do not stand on the top rung of ladder or overextend your reach while on a ladder.	
4.	Use light weight tools with telescopic handles with bendable necks where possible.	
5.	Work with your hands in front of your body in the area between your shoulders to minimize effort.	
6.	Bend the neck of the handle to align it with the surface to be cleaned.	
7.	Extend the telescopic handle and step back from wall to improve neck angle.	
CAUTION	Over-the-shoulder dusting. Limit the time spent in this position, allow for more frequent work breaks. Rotate tasks regularly to change the physical demands, such as alternating right and left hands to reduce strains to shoulders, neck, and arms.	
8.	During the dusting process, twirl and shake the duster over the garbage can to release dust and debris or vacuum it off.	
NOTE:	Housekeeping Reminders <ul style="list-style-type: none"> ▪ Store in a clean dry place. ▪ Replace duster as needed. ▪ Ensure the equipment is safe, clean, and tidy before you leave it. 	
Prohibited activities		

If an emergency situation or equipment malfunction occurs while using the equipment, shut the unit off immediately and report to your supervisor. Report any hazardous situation to your supervisor / WSH Advisor.

Author:	Approved By: Michael McCormick	Reviewed By: WSH Committee
		

RELATED MATERIAL – TBD by supervisor

REFERENCES - WSH Act/Regulations -

https://www.gov.mb.ca/labour/safety/pdf/whs_workplace_safety_act_and_regs.pdf