



**BRANDON UNIVERSITY**

**Safe Work Procedure**

**Physical Plant  
Cleaning – Washroom  
Sinks**

**Approved by:**  
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**Reviewed by:**  
WSH Committee Member

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**Potential Hazards:**

H	M	L	Risk for Injury
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Awkward / sustained postures
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Biological pathogens
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Chemicals
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Combustibles / flammables
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical hazards
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extreme heat / cold
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 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 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
  - Body Protection
  - Hand Protection
  - Foot Protection
  - High Visibility Wear
- CSA approved safety eyewear; latex gloves;  
CSA approved footwear; CSA approved hearing protection

**Required Training:**

- WHMIS
- Task performed and reviewed by competent person
- other associated BSW SWPs

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

Additional PPE may be required based on chemical being used.  
Read Supplier Label on product or refer to the SDS for PPE requirements.  
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.	Spray entire surface with cleaner.	
<b>CAUTION</b>	<b>Hot Water</b>	
2.	Turn cold water on and bring to lukewarm temperature by adjusting the hot water.	
<b>CAUTION</b>	<b>There is the potential for chemicals to splash.</b>	
3.	Wet a re-useable cloth and wipe cleaner off the surface slowly to avoid splashing and knocking your hand on the hard surfaces and fixtures.	
4.	Ensure the cloth is touching the surface of the sink to protect yourself from any edges on fixtures.	
5.	Rinse the sink with clean water.	
6.	Shut off water taps.	
7.	Let sink air dry.	
8.	Mop up any water that may be on the floor.	
<b>NOTE:</b>		
<b>Prohibited activities</b>		

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 – To be determined by the Supervisor

REFERENCES - WSH Act/Regulations -

[https://www.gov.mb.ca/labour/safety/pdf/whs\\_workplace\\_safety\\_act\\_and\\_regs.pdf](https://www.gov.mb.ca/labour/safety/pdf/whs_workplace_safety_act_and_regs.pdf)