



Safety Instruction

Housekeeping and Custodial Safety

- If you see or detect a hazardous condition, including chemical spills, strange odors, or damaged asbestos-containing material such as pipe insulation, report it to your supervisor.
- Wear personal protective clothing or safety devices as directed by your supervisor.
- Wear rubber gloves and eye protection when using cleaning agents that may injure the skin.
- Wear protective gloves when handling sharp objects such as scrap lumber or metal. Do not place hands into trash containers unless you are wearing protective leather or heavy plastic-coated gloves.
- Head protection shall be worn when falling objects may be a hazard.
- Approved safety belts and life lines may be required for off-the-ground work.
- When the weight of a load or object is beyond your lifting capacity, use mechanical lifting devices whenever possible. Otherwise, get help from other employees.
- Do not use power equipment that is not mechanically safe. Report any unsafe condition of power equipment to your supervisor.
- Do not leave power sweepers or floor scrubbing machines running unattended.
- Do not leave carts, cleaning materials, or equipment where anyone can trip over them.
- Do not park equipment in front of electrical panels, fire equipment, or in exit aisles.
- Do not push power sweepers or scrubbing machines with forklifts or other vehicles.
- When mopping heavily used corridors always keep one side dry for use. Be sure to post the wet areas with warning signs.
- Use only those cleaning solutions which have been approved by your supervisor. **DO NOT MIX CHEMICAL CLEANING AGENTS.** Use adequate ventilation when mixing.
- All chemicals used or handled shall be properly identified. This requirement includes waste chemical materials. Only approved containers may be used.
- Do not store poisons or corrosive cleaning chemicals in broom closets or cabinets unless the door is kept locked.
- No work is permitted in pits, tanks, trenches, or confined spaces without specific instructions from your supervisor.
- When working between machines or in confined areas, do not disturb the position of air hoses, electric cords, or other equipment unnecessarily. Be alert for equipment that may start or stop automatically.
- Do not attempt to clean a power-driven machine without making certain the power is off and locked or tagged out.
- Do not attempt to clean portable electrical equipment without making certain that it is unplugged.
- Do not disconnect electrical equipment by pulling on the cord. First, place the switch in the OFF position and then use the plug for pulling.
- Carry full trash bags away from the body to prevent accidental cuts, scrapes, or abrasions from items within the bag.

Contact EHS:

safety@oregonstate.edu
oregonstate.edu/ehs/
541 • 737 • 2273