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| **Safety Task Card** | | | | |
| **CLN 08** | **Damp and Dry Mopping** | | | |
| **Workplace Safety Hazards** | | | | |
| What are the hazards? | | | How might they be harmed? | |
| Manual handling injuries  Sharp injuries  Contact with chemicals | | | Back and muscle strains  Slips, trips and falls  Infection including BBV  Irritation | |
| **Safe System of Work** | | | | |
| * All operators to be trained in correct method (Refer A+ Method SOPs or equivalent) and correct use of equipment. * Examine areas to be cleaned to check any hazards including damaged equipment or edges and report to relevant person before commencing the work. * Erect suitably located warning signs/barriers at entrances to area being cleaned maximum of 4 metres apart and clearly visible to warn or prevent unauthorised access when treatment in progress. * Use only the designated cleaning product for the task being carried out and only from clearly labelled containers. Always use chemicals in the correct dilution and in accordance with manufacturers’ user instructions. Never mix cleaning products together. Never leave cleaning products unattended and store safely after use. * Suitable Personal Protective Equipment must be worn in accordance with COSHH Product Assessments. Use PPE at all times. If damaged or mislaid report it to your manager. * Use manual handling aids if transporting over distances e.g. Cleaning trolley, bucket with wheels, * If conventional cleaning method in use bucket to be no more than half-full of water and cleaning additive. * Floor cleaning to be carried out at a time when least number of people likely to use the area. * Clean leaving a dry walkway ½ and ½ clean – do not walk on wet section. * Dry mop method is for removing excess water from manual mopping or following a mechanical clean – it is not a replacement for sweeping debris. * On removing mop head for cleaning using the correct method to prevent possible injury from sharps caught in the main mop head – report and concerns to manager. * Organise correct disposal of any discarded sharp. * Mop to be decontaminated according to site laundry method or disposal method. * Implement the Safe System of Work/Control Measures in the Avoidance of Needlestick Injury, Ref. ES16 Risk Assessment and manual handling safety precautions.   Implement the safety precautions in the COSHH Product Assessments | | | | |
| **Site Specific Actions**  List any actions required in addition to the above safe system of work | | | | |
| Equipment used at site: | | | | |
| The above control measures are implemented within my unit. All relevant staff are aware of these control measures and this is recorded in the training record for this safety task card. | | | | |
| Unit Manager Name | | Signed | | Date |
| **Safety Card Training Record** | | | | |
| **CLN 08** | **Damp and Dry Mopping** | | | |
| I confirm that I fully understand the risks and control measures associated with the task  and that I will follow the Safe System of Work at all times. | | | | |
| Operative Name | | Signature | | Date |
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