

**ARCHDIOCESE OF LOS ANGELES**  
**CODE OF SAFE PRACTICES FOR CUSTODIAL/MAINTENANCE PERSONNEL**

**1. UNIVERSAL PRECAUTIONS**

Because of the possible exposure to human blood from cuts or abrasions, other potentially infectious materials such as vomit (OPIM), from students or others in your immediate environment, make sure you have access to latex gloves. When exposed to blood or OPIM, wear the gloves when applying first aid to a wound or cut or while cleaning up or handling OPIM, and protect other parts of your body from contact with the blood or OPIM by covering them with material impervious to blood or OPIM.

**2. BACK SUPPORT**

To obviate or reduce the chances of custodial or maintenance personnel injuring (spraining or straining) their backs, back support shall be worn when performing specific tasks involving bending, stooping, twisting, squatting or lifting. When worn, the back support must be “cinched up” to the extent it “comfortably yet firmly” fits the lower back, but not to the point where it hurts or is painful.

**3. SPECIFIC TASKS**

- ◆ Place “Wet Floor” signs in areas to be mopped or waxed before mopping or waxing.
- ◆ Wear rubber gloves.
- ◆ Wear non-skid shoes when walking on wet or slippery floors.

Vacuum Cleaners – Safe Practices

- ◆ NEVER operate vacuum cleaners on top of electric cord.
- ◆ NEVER operate vacuum cleaners on wet surfaces.
- ◆ NEVER attempt to fix vacuum cleaner while plugged in to electrical outlet.
- ◆ NEVER put fingers in or around roller while vacuum is running.
- ◆ Inspect extension cord for ruptures or cuts.
- ◆ Inspect extension cord for loose wires.
- ◆ NEVER attempt to fix a vacuum cleaner if it breaks or is broken.
- ◆ Clean bag on regular basis.



### Supplies Containing Chemicals – Safe Practices

- ◆ Wear safety goggles and rubber or neoprene gloves.
- ◆ Do not mix chemicals unless instructed to do so by supervisor.
- ◆ Do not attempt to identify a liquid product by smelling or tasting it.
- ◆ NEVER fill or use an unlabeled container or receptacle that has been used before.
- ◆ NEVER fill a container or receptacle with a solution other than the solution that is on the label.
- ◆ Immediately clean up liquid or solution after it is spilled wearing proper safety equipment.
- ◆ ALWAYS flush eyes with water in the event a liquid product containing chemicals gets into your eyes and immediately call your supervisor.

### Spray Bottles – Safe Practices

- ◆ Spray away from face and eyes.
- ◆ Spray product containing chemicals on rag rather than on surface itself.
- ◆ Make sure spray bottles are properly labeled.
- ◆ NEVER fill bottle with any product other than the one shown on the label.

### Electrical Cord – Safe Practices

- ◆ Check electrical or extension cords for ruptures, cracks or loose wires
- ◆ NEVER operate any machine on top of electrical cords.
- ◆ Use electrical or extension cord with 3-way plug as required.
- ◆ NEVER allow plug of electrical or extension cord to get wet while working on wet surfaces.

### Step Ladder – Safe Practices

- ◆ NEVER use aluminum ladder while working around electrical fixtures.
- ◆ Read and follow instructions on ladder before using.
- ◆ Go up facing the ladder and come down in same manner.



- ◆ Make sure surface is NOT WET NOR SLIPPERY when setting up the ladder.
- ◆ Do not stand on top of ladder or second rung from top.

#### Gloves – Safe Practices

- ◆ ALWAYS wear rubber gloves when working with products containing chemicals, e.g., glass cleaner, degreaser or any solvent, stripper, floor wax, metal cleaner, ajax and bleach, etc.
- ◆ ALWAYS wear heavy protective gloves when collecting any kind of trash or going through any kind of trash with your hands.

#### Goggles and Mask – Safe Practices

- ◆ Use goggles when working with chemicals that are not common household products or when working with large quantities of household chemicals (e.g. bleach).
- ◆ Use face mask where dust, vapor or fumes are present.

