

**SAFE WORK PROCEDURE****SRS-OHS-SWP-001****UBC Safety & Risk Services**Effective date: March 13, 2020
Review date:
Supersedes: N/A

General Cleaning & Disinfection of Surfaces

1. SCOPE

This safe work procedure is to be followed for general cleaning and disinfection of surfaces to ensure cleanliness and disinfection and minimize the risk of worker exposure to cleaning chemicals and/or infectious agents. For example, when wiping tables in publicly used spaces.

2. PURPOSE

The University of British Columbia (UBC) is committed to providing a safe and healthy workplace for all our staff. A combination of measures are used to achieve this objective, including the most effective control technologies available. Our work procedures will protect not only our workers, but also other workers who enter our workplace. All employees must follow the procedures described in this plan to ensure the cleanliness of UBC as well as prevent or reduce exposure to infectious diseases.

3. BACKGROUND

This safe work procedure is specific to the general cleaning and disinfection of surfaces such as counters, sinks, tables, chairs, door handles, light switches etc.

4. RESPONSIBILITY

Employer

It is the responsibility of the employer to:



- Provide workers with adequate supervision to ensure that work practices eliminate or minimize the risk of unforeseen contact.
- Provide workers with the equipment, tools and PPE needed to deal with an unexpected contact and ensure appropriate use.
- Select, implement, and document the appropriate site-specific control measures (e.g. in the order of elimination, substitutions, engineering, administrative, and personal protective equipment (PPE)).
- Ensure that supervisors and workers are educated and trained to an acceptable level of competency.
- Conduct a periodic review of the Safe Work Procedure for effectiveness. This includes a review of the available control technologies to ensure that these are selected and used when practical.
- Maintain records of training and inspections.
- Ensure that a copy of the Safe Work Procedure is available to workers.

Supervisors

It is the responsibility of the supervisor(s) to:

- Ensure that workers are adequately instructed on the controls for the hazards at their respective locations.
- Ensure that workers use appropriate PPE (e.g. gloves, eye protection).
- Monitor the workplace to ensure that safeguards are used and safe work practices are followed.
- In case of a potential or suspected exposure, ensure that employees are aware of procedures for reporting incidents of exposure to the employer and a physician.

Workers

It is the responsibility of the worker to:

- Know the hazards of their workplace and their respective areas.
- Attend education and training sessions provided by the employer.
- Use controls and follow established safe work procedures as directed by the employer or supervisor.



- Use the available tools and PPE that have been provided for use when cleaning and disinfecting surfaces.
- Understand and have access to the Safety Data Sheets of all chemicals used.
- Report any unsafe conditions or acts to the supervisor.
- Know how to report exposure incidents.
- Know that they should not clean up potentially contaminated materials (i.e. blood, bodily fluids), unless they have the proper cleaning materials and PPE, and have been trained to do so safely.

5. REFERENCES

Workers Compensation Act

- Section 115: General Duties of Employers
- Section 116: General Duties of Workers
- Section 117: General Duties of Supervisors

WorkSafeBC Publications:

- Controlling Exposure: Protecting Workers from Infectious Disease

6. TRAINING REQUIRED

New Employee Orientation

- Includes UBC Facilities Health, Safety & Wellness Orientation; Preventing and addressing workplace bullying and harassment; Workplace violence prevention training; Run-Hide-Fight.

Custodial Building Service Worker Training

Site-specific safety & emergency procedures

7. MATERIALS/EQUIPMENT

Depending on the nature of the work required, at a minimum, the following materials/equipment is necessary:

- Cleaning equipment
 - Micro fiber cloths and perfect clean flat mops



- WHMIS labeled spray bottles
- Cleaning solutions – see Appendix A
- Plastic disposable bags
- Personal protective equipment (PPE) includes:
 - Safety goggles
 - Nitrile gloves
 - Rubber gloves – when cleaning bathrooms and as required by Safety Data Sheet

8. HAZARDS & CONTROLS

HAZARDS	CONTROL METHODS
Thermal burn from hot water taps	Open both hot and cold-water faucets at the same time to obtain a lukewarm water temperature. Wear nitrile gloves and safety goggles.
Chemical splash (i.e. chemical dispenser, wringing cloths; wiping surfaces)	Wear nitrile gloves and safety goggles. Wear rubber gloves as required by product Safety Data Sheet.
Lung irritation from disinfectant	Ensure the area is ventilated (i.e. general ventilation system; doors/windows open). Appropriate respiratory protection as required by product Safety Data Sheet.
Skin irritation	Wear nitrile gloves. Long sleeves will protect arms.
Eye irritation	Wear safety goggles.
Biohazardous materials	Wear nitrile gloves and safety goggles. Wear rubber gloves when cleaning washrooms.



Avoid touching eyes, nose and mouth.

Completion of Custodial Building Service Worker Training.

Completion of Safe Handling of Sharps Training.

If possible, open windows and doors to improve ventilation.

Ensure general hygiene (e.g. cover any broken skin that may be exposed to infection; and after PPE is removed, wash hands and any exposed skin with soap and water for at least 20 seconds).

Force: lift, lower, or carry (i.e. cleaning bucket)

Eliminate the need to manually lift, lower or carry objects by using engineering controls such as custodial carts. If that is not practical, consider the following to minimize the risk:

- Minimize the distance of the load from the worker.
- Minimize the vertical distance over which the load is lifted or lowered (e.g. elevated sink, leave bucket on cart or place on surface to be cleaned).

Force: push or pull

Use carts that are well designed and appropriate to the task:

- Handle can be grasped between waist and shoulder height (e.g. vertical handles can accommodate workers of different heights).
- Worker has good visibility when pushing the cart.

Use carts in an unrestricted area:

- Worker is able to push and is not forced to pull the cart.
- Worker can assume a comfortable position to initiate and maintain movement of the load.
- Worker is not forced to assume awkward postures because of restricted work space or poor visibility.

Use carts in areas with proper flooring or surface:

- The floor is clean (e.g. no debris or clutter on the floor).
- The floor does not slope and is not slippery.
- There is no thick, plush or shag carpet.
- The surface is level (e.g. minimize surface height changes)



Reduce the load (e.g. make two trips).

Reduce the total time spent pushing or pulling, or break the total time into smaller blocks of time doing that task.

Force: grip

To minimize the need to manually grip or handle object consider the following:

- Use a conscious effort to maintain a straight wrist.
- Avoid strong or hard grasping of cleaning cloths when wringing.

Repetition

Eliminate highly repetitious tasks by:

- Taking rest breaks and micro-pauses.
- Use good work techniques.
- Use task rotation.

Work posture

Enable the worker to work in a comfortable posture. Every posture requires periodic changes and movement if it becomes static. If elimination of awkward postures is not possible through engineering controls, consider the following to minimize risk:

Minimize awkward postures of the trunk:

- Minimize forward bending by reducing the reach distance through the use of adjustable or long handled tools (e.g. long handled Johnny Mops for toilet cleaning; Perfect Clean handles for wiping table tops).
- Minimize side bending by reducing the reach distance through the use of adjustable or long handled tools or positioning objects to the front of the worker.
- Minimize twisting by reducing reach distance through the use of adjustable or long handled tools or move the object to the front of the worker.

Minimize awkward postures of the shoulder:

- Minimize reaching forward by reducing the reach distance through the use of adjustable or long handled tools, moving objects to the front of the body, or lowering the work height.



- Minimize reaching sideways by reducing the reach distance through the use of adjustable or long handled tools, moving objects to the front of the body, or lowering the work height.
- Minimize reaching behind by moving objects to the front of the body.
- Minimize reach across the body through the use of adjustable or long handled tools, and transferring objects from one hand to the other.

Minimize awkward postures of the wrist through use of required tools with appropriate handles.

Minimize squatting and kneeling by using long handled tools (e.g. Perfect Clean, Long handled Johnny Mop, Paper picker, long handles lobby pan).

Minimize static postures by moving about periodically.

Local contact stress

Eliminate or minimize exposure to local contact stress:

- Use personal protective equipment (i.e. use knee pads while kneeling).
- Avoid resting or leaning against sharp edges.

Environment

Keep the body warm at a comfortable temperature.

Ensure lighting is proper for the task being performed and glare is avoided so that the worker does not assume awkward postures to compensate for glare, brightness, or inadequate lighting.



Work organization

Ensure that repetitive or demanding tasks incorporate opportunities for rest or recovery (e.g. allow brief pauses to relax muscles; change work tasks change postures or techniques).

Incorporate task variability so that the worker does not have to perform similar repetitious tasks throughout the full shift.

Provide the worker with the opportunity to vary work tasks by rotating tasks or increasing the scope of the job.

Ensure that work demands and work pace are appropriate.

9. PRE-PROCEDURE SET-UP

Prior to beginning the cleaning of an area, ensure all materials, equipment and PPE listed in this safe work procedure is made available and used accordingly.

10. PROCEDURE

The following process has been established as the safe work method for cleaning and disinfecting of surfaces:

1. Before donning PPE, wash hands with soap and water for at least 20 seconds, then dry hands and cover any broken skin that may be exposed to infection, and dry thoroughly.
2. Don PPE in the following order:
 - Put on safety eye goggles or face shield.
 - Put on disposable nitrile gloves.
3. Prepare the disinfectant solution in a well-ventilated area. If possible, place the bucket on to the cleaning trolley and fill while on the trolley.
4. Plan work route and adjust furniture and equipment as needed.
5. Dust mop/ dry vacuum/ sweep floor areas under desks, chairs and tables. Bring in dustpan and pick up debris.
6. Disinfect and wipe all frequently touched areas and visibly soiled surfaces (e.g. all accessible surfaces such as light switches, door knobs, push plates, hand rails, elevator buttons and drawer handles, walls, and windows, telephones).
 - Kitchens or lunch rooms



- Disinfect and wipe down microwave buttons, refrigerator handles, drawer handles, stove and oven buttons, chair handles and arm rests, tops, coffee pot handle, sink faucet handles.
- Washrooms
 - Includes frequently touched areas such as push plates, soap dispenser latch, faucet handles, flush handles and pipe work, sanitary bins, toilet seat and lid, toilet tissue holders, assist rails and the inside latch on the bathroom doors.
 - *Reference General Washroom Cleaning & Disinfection Procedure.*
- 7. Disinfect and wipe all main (e.g. table tops, counters, walls). Use a perfect clean tool when possible. All washroom surfaces and toilet bowls (outside, around, and inside the toilet bowl) should be carefully cleaned. *Reference the General Washroom Cleaning & Disinfection Procedure.*
- 8. Use the chosen cleaning solution to remove any grease or stubborn marks.
- 9. To damp mop/ perfect clean, place warning sign in area and clean with disinfectant. When area is completely dry, remove warning signs, store correctly and return furniture to original position.
- 10. Wipe down tools with disinfectant and dry before returning to the storage area.
- 11. Place all used flat mop pads and micro fibre cloths in the appropriate bag and return to Custodial Key Office for laundering at the end of shift.
- 12. Decontaminate and remove PPE and clothing in accordance with the Decontamination Section of this Safe Work Procedure.

11. DECONTAMINATION PROCEDURE

After any activity involving the handling of chemicals and/ or contaminated materials, and before leaving the immediate work area, apply the following procedures:

1. Do not remove respiratory protective equipment, if required, until other decontamination steps are complete.



2. Move away from the clean-up or contaminated work area to a location where there are no other workers — preferably outdoors — leaving eye protection in place.
3. Wet wipe exposed eyewear with a disinfectant solution. If a reusable respirator was required, wet wipe reusable respirator surfaces with disinfectant as well.
4. Rinse the outside of gloves in the disinfectant solution. Remove the gloves over a waste bin and place them in a plastic bag for disposal into general waste (or if the gloves are reusable, disinfect them before storing them).
5. Remove safety eyewear. Clean and disinfect before storing.
6. Wash exposed skin surfaces thoroughly with soap and water for at least 20 seconds and dry.

12. EMERGENCY PROCEDURES

Workers who are exposed to chemicals are to flush the area with water immediately for 15 minutes and contact first aid immediately.

Workers who are exposed to material potentially contaminated with a biohazardous material (i.e. needle stick) should be monitored for potential symptoms and seek First Aid. If necessary, those workers may need to be referred to a physician for follow-up.

13. OTHER IMPORTANT INFORMATION

A record must be kept of all worker education and training sessions pertaining to this safe work procedure.

14. REVIEW AND RETENTION

This Safe Work Procedure is reviewed annually or whenever deemed necessary by the responsible departmental representative in Safety & Risk Services, Building Operations Custodial and the Custodial Joint Occupational Health & Safety Committee.



APPENDIX A

LIST OF CLEANING SOLUTIONS

Each Department to list cleaning solutions here