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## Toilet Cleaners / Attendants Safe Working Practices

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To comply with existing legislation, codes of practice and your employer's obligations on health and safety at work you must:-

1. Take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work.
2. You must not interfere with or misuse anything provided by your employer in the interests of health, safety and welfare.
3. You must take care to see that the public are not exposed to any hazards from your working processes.
4. **Chemicals**
  - 4.1 You will be using chemical cleaning agents on a daily basis and you must always regard these as potentially poisonous, they should all be treated with respect. You must always take great care to avoid inhaling fumes and from ingesting any liquid.
  - 4.2 You must always wear rubber gloves when handling chemicals because they can be harmful to the skin and may cause dermatitis.
  - 4.3 Always choose the safest chemical consistent with the work to be carried out.
  - 4.4 Never on any account mix two different types of chemicals together: some chemicals react with each other and cause a free gas to emerge which can be dangerous.
  - 4.5 You must always adhere to the manufacturer's instructions when diluting chemicals for use.
  - 4.6 Only use correctly labelled containers, never leave chemicals in an unmarked bottle or metal can.
  - 4.7 When not in use chemicals must be locked away in a safe place.
  - 4.8 All used containers must be placed in a refuse sack and securely tied for collection by the refuse department.
  - 4.9 Never smoke when using chemicals.

**5. Step Ladders**

If you have any occasion to use step ladders always ensure that the legs of the steps are fully extended. Never use the step ladder propped against a wall or cubicle in the 'closed' position because this could result in the steps slipping on the floor, resulting in an accident and possible injury.

**6. Hazard Warning Signs**

Where you have to clean extensive floor areas always ensure that the appropriate warning sign is displayed. Extra care must be taken when the floor is wet.

**7. Personal Hygiene**

When working in and around toilets, thoroughly wash your hands and forearms after each job and especially before taking food or drink.

You will be required to have a tetanus inoculation before commencing employment with the Authority. Your appointment with the doctor will be made through your supervisor.

**8. Accidents**

Should you be involved in an accident resulting in personal injury, inform your supervisor and complete an accident report form which must be forwarded to the head of your department. Any cuts, scratches or grazes must be cleaned and protected with a waterproof plaster.

**9. First Aid**

You will be issued with a first aid box and it is your responsibility to ensure that the contents are replaced as and when required. Replacement materials can be obtained by contacting your supervisor.

**10. Protective Clothing**

The minimum protective clothing to be worn is protective shoes, preferably with a non-slip sole, overalls and rubber gloves. If you use chemicals protective eyewear must be worn and can be obtained by contacting your supervisor.

If you have any safety queries seek the advice of your supervisor or the Safety Adviser.