

## MODULE 1-03 CLEANING PROCEDURES – FACILITY

ALL EMPLOYEES ARE TO BE TRAINED PRIOR TO PERFORMING THESE TASKS

### I. Orientation

Youth offender job assignments can benefit the community, an OYA facility, and offenders living within the OYA facility. Job assignments provide youth with important learning opportunities: learning to follow instructions; learning to cooperate with others, and practicing positive social and work skills. They also provide youth with an opportunity to receive positive recognition for their accomplishments and achievement, and to receive pay for the work they do. One job that may be assigned is cleaning a facility – it could be an office, a shop, a house, any building. Cleaning public facilities or a facility where you are working is an important task.

### II. Safety Hazards

#### A. Health and Safety Issues

Cleaning public facilities requires an ability to bend, stoop, reach, and lift.. Employees are expected to know and adhere to the following:

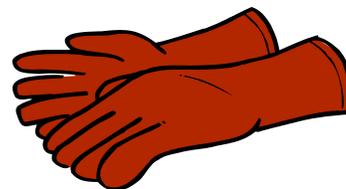
1. Bloodborne Pathogens - Body fluids may contain bacteria and viruses including hepatitis B and HIV. Splashing body fluids in the eye or in a break in your natural skin barrier may happen. You must notify your supervisor immediately if that happens, and request to complete an 801 workers' compensation claim and an incident/injury report.
2. Chemical Exposures – You may be asked to use chemicals to clean a facility. You have the right to know about the chemicals you are asked to use in the workplace. Ask your supervisor for the Material Safety Data Sheets (MSDS's) and for time to review them before you start cleaning with chemical products. Material Safety Data Sheets (MSDS's) provide you with the following information needed to safety work with chemical products:
  - Physical and chemical characteristics of the product – what it looks like, smells like and how it reacts with other chemical compounds.
  - Route of chemical entry into the body – whether it can enter your body by being inhaled, absorbed through the skin, or if the only way it can enter the body is by swallowing it.
  - Precautions for safe use and handling of the chemical.
  - Emergency first aid procedures to follow if you have a spill or an exposure.
  - Physical and health hazards of the chemical product – how it would affect you if you spilled it on your skin or inhaled it or accidentally swallowed it.
  - Safe work practices to follow when using the chemical product.
  - Personal protective equipment (PPE) to use when using the chemical product.
  - Information on manufacturer of the product, a name, address, and an



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emergency phone number.

3. First Aid Procedures – There are first aid procedures to be taken if you experience a hazardous exposure to a chemical. Those are provided on the MSDS for that chemical. There are first aid procedures to be taken if you get bloodborne body fluids in your eyes, nose, mouth, or mucous membranes or in through your natural skin barrier via a cut or scrap that has opened the skin. Those procedures are part of a process called Universal Precautions and can be found in the Bloodborne Pathogen Training Module #09-05. The most important thing to do immediately is to wash the area with hot soapy water and sterilize with an antimicrobial wipe or alcohol swab.
4. Chemical Labeling - All primary and secondary chemical containers are required to be labeled with the chemical name and any hazard warnings.
5. Personal Protective Equipment- The following PPE is required when cleaning a facility:
  - Eye protection - Safety glasses with side shields to prevent splashing in the eyes when using hazardous chemicals or dusting overhead.
  - Gloves - Non-latex gloves are required when cleaning with or using chemicals.
  - Step Ladder - To be used for cleaning and rolling up window flaps.
  - Sharps Containers - If you are likely to find needles or other sharps.



### B. Sustainable Operations

1. When cleaning a facility, you want to look for sustainable ways to complete the cleaning process, ways which provide the best protection to the environment, use the least resources possible while still accomplishing the tasks that need to be done. Young workers are expected to understand and adhere to the following:
  - Chemical Use - Employees should understand the interactions of the chemicals they are using and follow manufactures instructions. Using chemicals in excess amounts is a waste of your employer’s resources and may have detrimental effects on facilities and the environment.

Florida Man Treated at Hospital after Combining Bathroom Cleaners, Causing Gas Cloud  
Thursday , July 30, 2009

ST. PETERSBURG, Fla

A St. Petersburg man is being treated at a hospital after falling ill from a chlorine gas cloud that formed when he mixed bleach and household products to make a stronger bathroom cleaner. Fire officials say 44-year-old Michael Newton was taken to Bayfront Medical Center in stable condition Thursday morning. He was complaining of shortness of breath and irritation to his lungs and eyes. Newton told firefighters he combined bleach and a household cleaner that contained ammonia for a stronger cleaner. He was overcome by the gas and called 911.

Firefighters used fans to air out the house and washed the bathroom walls for 30 minutes with fresh water. The fire department says mixing any product that has ammonia with bleach creates chlorine gas that can cause illness and even be fatal.

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- Certain chemicals may react violently when mixed other chemicals or even water. Find out before you start working with a chemical if that is a likelihood by reading the MSDS.
- Always dispose of excess chemical mixtures properly. Do not pour excess on the ground, or in an open waterway. This may result in damage to natural resources or a public health hazard.

### C. Waste Management

1. Many items in the cleaning supplies can and should be recycled or re-used. Clean containers and spray bottles once emptied to be reused or recycled. If reused, you must ensure that the label on the container matches the new contents being placed in the container.
2. Other materials and packaging may also be recycled. Excess or unused paper products and cardboard cores can be recycled. Never go through garbage to retrieve recyclables. Check with your supervisor to determine recycling procedures at your work location. Where possible try to reduce waste. If packaging can be recycled or reused, add it to your recycling program.

### D. Facility Safety Operation

1. Chemical Dispensers – Should be used to reduce splash exposures. If chemical mixing on site occurs without a chemical dispenser, an eyewash station is required. Eye wash bottles do not meet OSHA standards for eye wash station requirement. (Subdivision K OAR 437-002-0161 (5)) Eyewash needs to run for 15 minutes, minimum.
2. Sharps – Workers may experience needle pricks while cleaning. To prevent that, the following cleaning precautions are required.
  - Visible Cleaning - Never place your hand in an unseen area, such as under bed cushions, above shelves, on ledges, etc. Use a small telescoping mirror to check discrete areas before cleaning.
  - Containers - Sharps containers are to be kept at each facility location. Use a litter stick, tongs, or tweezers to pick up needles or other sharps.
3. Bodily Fluid Spills - Spills that contain body fluids or blood are to be cleaned up with a biohazard kit that contains the correct equipment and instructions. Ask your supervisor for a biohazard kit.
4. Bodily Fluid Exposure - If you are exposed to blood or body fluids (eyes, mouth, break in skin, prick by needle) immediately wash the exposed area with soap and hot water for 15 seconds and tell your supervisor.
5. GFCI's- Ground Fault Circuit Interrupters (GFCI) are required where electrical equipment may be used near water sources.
6. Utility Room - Contains storage for supplies and equipment .They are to be kept orderly and clean.
7. Utility Map - The utility map for *Emergency Shut Off valves* contains the gas, water, and electrical shut off valves and their locations. Ask your supervisor if you need it.



### III. Daily Cleaning Procedures for Facilities

- A. Put out cleaning signs at entrance to area if it is a place where people normally walk.
- B. Cobwebs - Sweep/dust to remove cobwebs inside and outside. Dust ceiling, around lights, ledges, and windowsills.
- C. Sweep and/or Vacuum - Floors, around buildings & walkways, decks, pathways and utility rooms.
- D. Clean – Spray mattresses with disinfectant and wipe down. Clean windows inside and out. Wipe down tables and chairs. Clean sinks, trash cans, partitions, mirrors, door handles, towel & toilet dispensers with disinfectant. Use appropriate special product if graffiti is present. Make sure you follow all safety precautions as described on the MSDS. Clean toilets/urinals with toilet cleaner. Spray shower stalls with disinfectant and let it set for 10 minutes, then hose off.
- E. Empty Trash - Use proper lifting principles, or alternative methods. A broom or a stick should be used to compress trash. Never use your hands or feet to compress trash.
- F. Check - Heaters, lights and smoke detector to be sure they are in working order.
- G. Test window mechanisms.
- H. Dome - Close dome on Yurts.
- I. Mop Floor - Mop floors as needed with (product) disinfectant. Be sure floor is dry prior to allowing visitor entry. If visitors need to use the facilities while floors are wet, use a caution sign.
- J. Exterior - Pick up litter around structure, check and clean BBQ's, fire pits, table, and deck furniture.
- K. Maintenance and Repairs - Report/repair, plumbing, electrical, structural and fixture problems to your supervisor. Any plumbing or mechanical equipment that is damaged are to be shut off, locked out, and tagged while the work is being performed. Electrical problems, such as breaker switches and electrical shorts are to be repaired by a licensed electrician.



### IV. Weekly Restroom and Shower Cleaning

- A. Walls – Scrub walls with disinfectant using a bristle brush/sponge. Concentrate on the area around sinks, towel dispensers, toilets, and then hose off.
- B. Doors – Scrub door jambs/doors with disinfectant then wipe or hose off.
- C. Polish – Polish faucets, flusher, chrome and stainless steel fixtures.
- D. Floors – Scrub floors with (product), especially around baseboards, toilets and partitions. If stains persist, use (stronger product).
- E. Drains – Clean out drains by lifting the cover and removing debris with tongs or other mechanical device.
- F. Trash Cans – Disinfect and scrub inside and out with disinfectant, then hose off.
- G. Shower Stalls – Spray entire shower stall with disinfectant. Let it set for 10 minutes, scrub soap scum/stains with bristle brush/sponge, then hose off. Wipe off the top of partition.
- H. Outside Wall – Scrub outside walls. Wipe with sponge or hose down.

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### V. Monthly Maintenance

- A. Fire Extinguisher - Check gauge on extinguisher, turn extinguisher upside down and shake. When done sign the card attached to the extinguisher.
- B. Mattresses - Two people are required to flip mattresses and futons because of the size, location and the body mechanics required. Only those with the physical capacity to lift and turn mattresses should perform the monthly maintenance.
- C. Smoke Alarms - Push the test button to make sure each smoke detector is working.
- D. Structural Damage - Check inside and outside for structural damage. Look for leaks, tears, etc.
- E. Heaters/Lights - Check to make sure they are in working order.
- F. Cleaning Supplies - Check cleaning supplies for adequate stock.



### VI. Annual Maintenance

- A. Heater - Clean heating elements and inspect for needed repairs according to manufacturer's recommendations.
- B. Smoke Alarm - Check for correct operation and/or replace batteries.

### VII. Post Cleaning

Personal Hygiene – After cleaning any facility, wash hands thoroughly with anti-bacterial soap. Dispose of hand protection when disposable gloves are used. If reusable gloves are used, employees are to wash the gloves with anti-bacterial soap before removing them.







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## PROFICIENCY TEST

### MODULE 1-03 CLEANING PROCEDURES - FACILITIES

#### Multiple Choice:

1. People cleaning facilities should:
  - a) Not worry about chemical exposure.
  - b) Know what chemicals are being used and what hazards they present.
  - c) Not be concerned with wearing hand and eye protection.
  - d) Ask the supervisor for the MSDS sheets and read them for the chemicals being used.
  - e) B and D only
2. What harmful things might you be exposed to while cleaning facilities?
  - a) Viruses
  - b) Bacteria
  - c) Bodily fluids
  - d) Chemicals
  - e) Trash
  - f) All the above
3. Which type of chemical containers are required to have labeling including the name of the product and the product hazards?
  - a) Secondary
  - b) Primary
  - c) Both Secondary and Primary
4. What types of PPE are required for cleaning facilities?
  - a) Eye Protection
  - b) MP3 player
  - c) Protective gloves
  - d) a and c
  - e) Hard hat

#### True/False:

5. \_\_\_\_\_ An eyewash station is required if chemical mixing occurs on site without a dispenser.
6. \_\_\_\_\_ Putting your hand into an unseen area to clean could result in a needle stab wound.
7. \_\_\_\_\_ Electrical problems can be fixed by anyone who thinks they might know how.
8. \_\_\_\_\_ You are required to read the MSDS's on chemicals you are using to clean facilities.
9. \_\_\_\_\_ If exposed to bodily fluids, immediately wash the affected area with soap and hot water and report it to your supervisor. Ask for an incident/injury report and 801 claim form if body fluids entered eyes, nose mouth or other mucous membranes or a break in your natural skin barrier.
10. \_\_\_\_\_ Daily facilities cleaning does not need to include sweeping cobwebs.
11. \_\_\_\_\_ Monthly facilities cleaning includes checking fire extinguisher, flipping mattresses, checking smoke alarms, checking for structural damage, checking heaters and lights to make sure they work, and checking cleaning supplies.
12. \_\_\_\_\_ Needles must be picked up with a litter stick or tweezers.
13. \_\_\_\_\_ It's okay to pick up needles and place them in the trash with your hands if you're wearing gloves.
14. \_\_\_\_\_ Using your foot to compress trash is OK as long as you have boots on.
15. \_\_\_\_\_ Wet mopped areas need to be marked with a caution sign.
16. \_\_\_\_\_ Weekly restroom cleaning includes scrubbing doors, walls, showers, door jambs, polishing faucets and fixtures, and disinfecting trash cans.
17. \_\_\_\_\_ Utility rooms are to be kept messy & disgusting with no regard for housekeeping.

#### Discussion Questions:

1. What type of hazards exists in flipping mattresses and futons?
2. How should you check under mattresses?
3. What are you supposed to do if you receive a needle prick?
4. What type of exposures can occur while cleaning any facility?

Employee Name: \_\_\_\_\_ Pass \_\_\_\_\_ No Pass \_\_\_\_\_ Date \_\_\_\_\_