

Description of Task: Cleaning of Sleigh Beds			
Position/Job: 1 Housekeeping personnel		Department/Unit: Adult mental Health units	
Potential Hazards		Personal Protective Equipment Required	
	<i>Risk for Injury (check all that apply)</i>	<i>Specify Type, Manufacturer, Model</i>	
<input type="checkbox"/>	Biological (puncture/spill/splash/exposure)	<input type="checkbox"/>	Head Protection:
<input checked="" type="checkbox"/>	Caught In/Under/Between Wall, Equipment	<input type="checkbox"/>	Eye Protection:
<input checked="" type="checkbox"/>	Chemical/Hazardous Substance/Medication	<input type="checkbox"/>	Hearing Protection:
<input type="checkbox"/>	Contact with Hot/Cold Object/Substance	<input type="checkbox"/>	Face Protection:
<input type="checkbox"/>	Contact with Sharp Object (not biological)	<input checked="" type="checkbox"/>	Hand Protection:
<input type="checkbox"/>	Electrical	<input checked="" type="checkbox"/>	Foot Protection:
<input type="checkbox"/>	Falling or moving equipment/material	<input type="checkbox"/>	Respirator/Fit Test:
<input type="checkbox"/>	Moving machinery / parts	<input type="checkbox"/>	Body Protection:
<input checked="" type="checkbox"/>	MSI-Awkward / sustained postures	<input type="checkbox"/>	Hi Visibility Apparel:
<input checked="" type="checkbox"/>	MSI-Forceful exertions	<input checked="" type="checkbox"/>	Other: isolation precautions if required
<input checked="" type="checkbox"/>	MSI-Repetitive motions	Equipment and/or tools required to perform task	
<input type="checkbox"/>	Noise	Cleaning supplies	
<input checked="" type="checkbox"/>	Surfaces/Objects causing slips, trip or falls	Knee pads and/or long handled reacher	
<input type="checkbox"/>	Task requires more than 1 worker		
<input type="checkbox"/>	Violent, Aggressive or Reactive Behaviours	For machine operation tasks complete the following	
<input type="checkbox"/>	Working Alone or in Isolation	Machine Description and Safety Features:	
<input type="checkbox"/>	Working at Heights		
<input checked="" type="checkbox"/>	Other: Pinch Points		
Patient/Client/Resident Related Tasks - be knowledgeable of patient specific hazards (CARE Alert, Falls Risk, Patient Handling Assessment, Isolation Precautions, etc.)		<i>Set-up and maintenance of this equipment is only to be performed by trained/authorized staff following the manufacturer's manual.</i>	
Training and Proficiency:			
Staff who perform this task must be trained as indicated below in this safe work procedure prior to performing it. Training must be documented. This SWP must be available to staff.			
<input checked="" type="checkbox"/> Read Procedure and Sign		<input type="checkbox"/> Other Required Training: <i>Specify</i>	
<input type="checkbox"/> Demonstrated Competency			
Responsibilities			
Manager/Supervisor or Designate: Ensure all staff are trained and that duties are performed in accordance to training, established health and safety regulations, guidelines, policies and procedures (e.g. following safe work procedures).		Staff performing task: Perform task in accordance to training, established health and safety regulations, guidelines, policies and procedures (e.g. following safe work procedures). Follow process for reporting hazards, injuries, occurrences and patient safety events.	
Approved by	Original Effective Date	Revised Effective Date	Reviewed Date
Provincial Workplace Safety & Health Working Group	February 3, 2023	February 3, 2023	February 3, 2023

This safe work procedure was created by Provincial Safe Work Procedure Committee and will be reviewed any time the task, equipment or materials change and at a minimum of every three years from the last revision date.

Notes/Other Considerations:
Steps to be taken to complete task safely:
Remove mattress from bed

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| 1 | Remove linens if not already done. Do this by moving around bed to reduce reach and bending knees to get lower as needed. |
| 2 | Using a wide base of support, back straight, and elbows close by side. Slowly push the mattress towards the wall by shifting your weight from back foot to front foot. Walk to other side to move mattress off the bed to lean against the wall. |

Clean bed

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| 1 | Wear gloves and use hospital approved disinfectant to clean and disinfect all exposed surfaces. Knee pads may be used to allow worker to go down on one knee to lower down to wash lower bed parts. A long handled reacher can also be used to reduce reaching to the surface if not kneeling. Move around the bed and bend knees to reduce bending and reaching. |
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Clean Mattress

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| 1 | Move around mattress to clean and disinfect top 2/3 of mattress while mattress is standing against wall. |
| 2 | Bend through hips and knees and weight shift to place mattress on the bed with bottom third hanging off the bed frame. Clean the remaining mattress and then move it onto the clean bed. |

Clean under bed as part of regular floor washing

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| 1 | With arm fairly straight, bend knees in lunge position or use one knee down with knee pad to lower broom handle to get under bed. *insert picture* |
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Related Materials:
References: