

Safe Work Procedure: Dry Mopping and Wet Mopping

Department	Approved by:	Date Created:	Review/Revised Date:
Environmental Services	Regional Director of Support Services	2013/09	2017/06; 2022/06

Potential Hazards:	Personal protective equipment / devices required / other safety considerations
<p><i>Fill in those that apply:</i> Risk for injury: H=High M=Medium L=Low M Awkward postures, reaching, twisting & bending L Forceful exertions; friction, wet mops are heavy H Repetitive movements (mopping motion) L Surfaces causing falls (fluid spills, wet floor) L Chemicals</p>	<ul style="list-style-type: none"> • Wear appropriate non-slip footwear • Wet floor sign

Training / Reference information

- SCHIPP Module 1 training
- Department Orientation
- WHMIS / SDS training

Note: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

Employers must ensure that workers are trained and follow this safe work procedure Steps to perform this task safely:

Dry Mopping

1. Adjust the mop handle to an appropriate height (chin height).
2. Keep your back straight when using a dry mop.
3. Keep elbows close to the body.
4. Using a figure 8 motion, take steps with your feet to keep the mop close to you, taking care not to overreach with your arms or twist your back. *Do not swing the dry mop side to side with your arms and twist your back as this increases pressure on your back, shoulders and wrists.*
5. Alternate right and left hands at the top of the dry mop handle.
6. When dry mopping under furniture, bend with your knees, rather than your back.
7. When picking up debris, get close by going onto one knee or use a lobby dust pan.

Wet Mopping

1. Adjust the mop handle to an appropriate height (chin height).
2. Keep your back straight when using a wet mop.
3. When mopping, keep elbows close to the body.
4. Using a figure 8 motion, take steps with your feet to keep the mop close to you, taking care not to overreach with your arms or twist your back. *When using the yacht mop, do not swing the wet mop side to side with your arms and twist your back as this increases pressure on your back, shoulders and wrists.*
5. Alternate right and left hands at the top of the mop handle.
6. When mopping under a low surface, bend your hips and knees or go onto one knee and push the mop forward and back.
7. Keep your back upright when wringing out the yacht mop by bending your legs instead of at the waist.
8. To remove microfiber mop pad, place a foot at each end of mop pad. Pull mop handle up to detach pad. Place mop sideways from the pad and pick up pad using the mop.