

## Safe Work Procedure: Folding Linen

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>  <b>Risk for injury: H=High M=Medium L=Low</b>  <b>M</b> Awkward/sustained postures (reaching, twisting)  <b>M</b> Repetitive movements</p>	<ul style="list-style-type: none"> <li>• Table (preferably adjustable for height)</li> <li>• Anti-fatigue matting</li> <li>• Appropriate non-slip footwear</li> </ul>

### Training / Reference information

- SCHIPP Module 1 training
- Department Orientation

**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:**

1. Determine article to be folded and use a folding device if available.
2. Adjust folding table to the appropriate height. Table height should be 5-15 cm below elbow.
3. Provide anti-fatigue matting, and reposition and/or stretch where prolonged standing is required.
4. When grasping laundry from the cart, grasp with your entire hand (power grip) rather than just using your fingers.
5. Place cart with clean linen to be folded to the side of you and take small steps to turn and grasp linen rather than twisting your back.