

## Safe Work Procedure: Loading Clean Linen Carts

<b>Department</b>	<b>Approved by:</b>	<b>Date Created:</b>	<b>Review/Revised Date:</b>
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>L</b> Awkward/sustained postures (reaching, twisting)  <b>L</b> Forceful exertions (pushing heavy carts)  <b>L</b> Repetitive movements (stocking shelves)  <b>L</b> Pinch points</p>	<ul style="list-style-type: none"> <li>• Cart with Backsaver (spring loaded cart if available)</li> <li>• Appropriate non-slip footwear</li> </ul>

### Training / Reference information

- SCHIPP Module 1 training
- Department Orientation
- Department Manual

**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:**

### Aluminum convertible /Wire personal clothing carts:

1. Determine the linen / clothing to be loaded onto the cart. Make sure you have the right size of cart for the job, or make two or more trips if required.
2. Heavy items should be loaded on the middle shelf to help maintain the stability of the cart and reduces bending when lifting heavier items.
3. Bend hips and knees to reduce forward bending. Only lift what is safe for you to manage.
4. Small items should be contained.
5. The items on the cart must be restrained to prevent loads from falling out of the cart.
6. Clean linen cart must be covered when transporting linen.

**Poly Bushel carts:**

1. Determine the linen / clothing to be loaded onto the cart. Make sure you have the right size of cart for the job, or make two or more trips if required.
2. Use Backsaver's insert. Bend hips and knees to reduce forward bending. Only lift what is safe for you to manage.
3. Do not overload the cart.
4. Clean linen cart must be covered when transporting linen.