

## Safe Work Procedure: Loading Washers

<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>M</b> Awkward/sustained postures (reaching, twisting)  <b>M</b> Forceful exertions (pushing heavy carts)  <b>L</b> Repetitive movements  <b>L</b> Bump edges of drum/door  <b>L</b> Pinch points (doors closing)  <b>L</b> Moving machinery (drum still spinning)  <b>L</b> Biological pathogens  <b>L</b> Noise</p>	<ul style="list-style-type: none"> <li>• Personal Protective Equipment as per Infection Prevention &amp; Control</li> <li>• Cart with Backsaver (spring loaded elevated cart if available)</li> <li>• Appropriate non-slip footwear</li> <li>• Hearing protection (if required)</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:**

1. Position the laundry cart to one side of the washer opening, and not directly in front. Standing in front of the washer door, take small steps to turn with feet rather than twisting your back to load the laundry into the dryer. Bend hips and knees to reduce forward bending
2. Only lift what is safe for you to lift.
3. Ensure the washer door is firmly closed. (be aware of pinch points when closing the door)
4. Set the controls on the washer for the category of laundry, refer to posted settings.

*If an emergency situation occurs while conducting this task or if there is an equipment malfunction, engage emergency stop and follow the lock out procedure.*

**REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**