



Team Name: Environmental Services Team Lead: Regional Manager Environmental Services Approved by: VP - Corporate Services	Reference Number: ORG.1911.PR.007 Program Area: Support Services Section: Laundry
Issue Date: February 20, 2018 Review Date: Revision Date:	Subject: Loading and Unloading of a Split Pocket Washer

**PROCEDURE SUBJECT:**

Loading and Unloading of Split Pocket Washer.

**EQUIPMENT/SUPPLIES:**

- Personal Protective Equipment (PPE) – Puncture resistant gloves, long sleeved gown.
- Wheeled Laundry Cart with Backsaver Insert
- Scale or Scale Cart

PROCEDURE	TEACHING POINTS
1. Put on PPE. 2. Determine the weight of soiled laundry needed for the washer. 3. Fill a laundry cart with the appropriate weight of soiled laundry for the washer. 4. Open the outer washer door. 5. Unlatch and open the inner pocket door. 6. Load the soiled laundry from the cart into the open pocket of the washer. 7. Make sure all soiled laundry is back from the opening of the machine. 8. Return the inner door to the upright position and close the latches. 9. Select the second washer pocket to load. 10. Unlatch and open the inner pocket door. 11. Load the soiled laundry from the cart into the open pocket of the washer.	Use safe lifting practices and lift only the amount of weight you are comfortable lifting.  Each pocket must contain half of the total weight required for the load. Laundry should be 'laid' in the washer, not 'rolled'. Rolling laundry into the washer results in tangled loads.

PROCEDURE	TEACHING POINTS
<p>12. Make sure all soiled laundry is back from the opening of the machine.</p> <p>13. Return the inner door to the upright position and close the latches.</p> <p>14. Close the outer door and tighten the door seal by using the wheel. Turn in a clockwise direction to tighten.</p> <p><u>To Unload</u></p> <p>15. Turn the wheel on the door counter-clockwise to loosen the door seal.</p> <p>16. Open the outer washer door.</p> <p>17. Unlatch and open the inner pocket door.</p> <p>18. Unload the clean laundry from the first washer pocket into a clean laundry cart.</p> <p>19. Return the inner door to the upright position and close the latches.</p> <p>20. Select the opposite pocket to unload.</p> <p>21. Open the outer washer door.</p> <p>22. Unlatch and open the inner pocket door.</p> <p>23. Unload the remaining clean laundry from the washer's second pocket into a clean laundry cart.</p> <p>24. Return the inner door to the upright position and close the latches.</p> <p>25. Close the outer door and tighten the door seal by using the wheel. Turn in a clockwise direction to tighten.</p>	<p>Use safe lifting practices and lift only the amount of weight you are comfortable lifting</p>

**NOTE:** Safe Work Procedures are located in the Department Manual and posted at the task site.