



Team Name: Environmental Services Team Lead: Regional Manager Environmental Services Approved by: VP - Corporate Services	Reference Number: ORG.1911.PR.006 Program Area: Support Services Section: Laundry
Issue Date: February 20, 2018 Review Date: Revision Date:	Subject: Loading and Unloading of Open Pocket Washer

PROCEDURE SUBJECT:

Loading and Unloading of Open 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 Personal Protective Equipment (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 washer door. 5. Load the soiled laundry into the open pocket of the washer. 6. Make sure all soiled laundry is back from the opening of the machine. Close and secure the door of the washer. Make sure the lever lock is secure. 7. When wash has completed all cycles and has come to a complete stop, open the door. 8. Place a clean laundry cart in front of the washer.	Follow the weights and categories for each washer posted by the laundry chemical suppliers. Use safe lifting practices and lift only the amount of weight you are comfortable lifting.

PROCEDURE	TEACHING POINTS
<p>9. Pull the clean laundry from the washer into the laundry cart.</p> <p>10. Empty washer completely.</p> <p>11. Transport the clean laundry to dryers in the clean area.</p>	<p>Use a Back saver spring insert with the laundry cart. Clean laundry dropped on the floor is considered soiled and must be placed back with the soiled laundry.</p> <p>Use safe lifting practices and lift only the amount of weight you are comfortable lifting.</p> <p>Use a laundry rake to reach laundry in the back of the pocket where necessary.</p> <p>Pushing carts is easier on your body than pulling carts.</p>

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