

Safe Work Procedure: OTRT On the Right Track Curtains

Department	Approved by:	Date Created:	Review/Revised Date:
Environmental Services	Regional Director of Support Services	2022/10	

Potential Hazards:	Personal protective equipment / devices required / other safety considerations
<p><i>Fill in those that apply:</i> Risk for injury: H=High M=Medium L=Low L Awkward postures (reaching) L Forceful exertions (lifting items, carrying) L Repetitive movements</p>	<ul style="list-style-type: none"> • Personal Protective Equipment as per signage on door

Training / Reference information

- 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. Review the signage on the door (if applicable) to determine PPE requirements before entering the room.
2. Inspect the Grabber tool for damage and if damage is apparent, remove from service and report it to manager.
3. While using the Grabber tool ensure to practice good body mechanics during removal/installation of curtains.
4. Install one curtain at a time when needing multiple curtains.
5. Only clip curtains together as far as you can reach from standing flat footed on the floor.
6. To avoid carrying multiple curtains use a cart to transport them.