

Safe Work Procedure: Pick Up and Transportation of Laundry/Linen In-House

Department	Approved by:	Date Created:	Review/Revised Date:
Environmental Services	Regional Director of Support Services	2023/09	2017/06; 2022/06

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 M Awkward/sustained postures (reaching, twisting) L Forceful exertions (pushing heavy carts) L Biological pathogens</p>	<ul style="list-style-type: none"> • Personal Protective Equipment as per WHS and Infection Prevention & Control • Cart with Backsaver (spring loaded cart if available) • Appropriate non-slip footwear

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. Ensure the laundry is contained and covered.
2. Test the bags weight to be sure they are safe to lift. If the bag feels heavy or overfilled, get help to lift the bag or remove. Use both hands to lift the bag. Bend knees and hips when lifting.
3. Ensure closure strings are tucked into the laundry bags.
4. Remove your gloves and wash / sanitize your hands.
5. Be aware of “traffic” (residents, staff, and visitors in the hallways).
6. When going around corners and not using locked castors, turn the cart by pushing the front corner from the side. This makes turning the cart easier and decreases the chance of twisting your spine. Keep elbows at your sides while pushing.
7. Pushing is preferable over.