



Team Name: Environmental Services Team Lead: Regional Manager Environmental Services Approved by: VP - Corporate Services	Reference Number: ORG.1911.PR.017 Program Area: Support Services Section: Laundry
Issue Date: September 3, 2019 Review Date: Revision Date:	Subject: Pick Up and Transportation of Laundry/Linen Using a Van

Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.

PROCEDURE SUBJECT:

Pick Up and Transportation of Laundry/Linen Using a Van

PURPOSE:

To provide direction for staff during pick up and transportation of laundry/linen using a van.

<p><u>PROCEDURE:</u></p> <ol style="list-style-type: none"> 1. At the point of pick-up ensure that all laundry/linen Bags are tied. 2. Place laundry/linen bags into laundry cart. 3. Push the laundry/linen cart to the van. 4. Open the rear van doors. 5. Lift the bags into the van. 6. Close the Van doors and return the laundry/linen cart to the holding area. 7. Transport the laundry/linen to the laundry department. 	<p><u>TEACHING POINTS:</u></p> <p>Ensure all strings are tucked inside the bag.</p> <p>Use safe lifting techniques</p> <p>Generally pushing loads is easier on backs, arms and shoulder than pulling.</p> <p>Use safe lifting techniques</p>
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<ol style="list-style-type: none"> 8. Open the back doors of the van and make sure the unloading area is clear and unobstructed. 9. Push the laundry/linen cart to the van. 10. Put the laundry/linen bags into the laundry cart 11. Deliver the laundry/linen bags to the Laundry Department. 12. If required empty the cart in the appropriate area. 13. Clean and return the laundry cart to the holding area. 14. Perform Hand Hygiene. 	<p>Ensure all strings are tucked inside the bag.</p> <p>When handling soiled laundry use appropriate Personal Protective Equipment (PPE)</p>
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EQUIPMENT/SUPPLIES:

- Laundry Totes
- Cart for transportation of laundry/linen
- Van
- Personal Protective Equipment (PPE)