



<b>FS-SWP-405.1</b>		<b>SWEEPING SAFETY</b>	
Department / Area: <b>Nutrition &amp; Food Services</b>		Date Created: January 20, 2014	Review / Revised date: March 1, 2018
Approved By: <b>Regional Manager Nutrition and Food Services</b>			

<p align="center"><b>Potential Hazards:</b> Fill in those that apply</p> <p><b>H M L risk for injury</b></p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <b>Awkward/sustained postures-</b> bending, twisting &amp; overreaching while sweeping</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>Repetitive movements-</b> continual sweeping action</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <b>Chemicals, fumes or hazardous substances</b> - dust</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <b>Other</b> _____</p>	<p align="center"><b>Personal protective equipment / devices required / other safety considerations</b></p> <ul style="list-style-type: none"> <li>• Non-slip footwear</li> </ul> <p><b>Supportive Information</b></p> <ul style="list-style-type: none"> <li>• Use lightweight brooms, stand up dustpans, &amp; lobby brooms. This prevents you from bending your back.</li> <li>• Add foam sleeve over broom handle to relieve pressure on the hand &amp; for a better comfortable grip.</li> <li>• Take micro breaks several times per hour (30 secs–2 min) to relax your muscles &amp; prevent injury</li> <li>• Use a broom that allows you to stand up straight</li> </ul>
	<p align="center"><b>Training / Reference information</b></p> <ul style="list-style-type: none"> <li>• Department Safety Orientation</li> <li>• Also see SWP for "Safe Manual Handling of Materials"</li> </ul> <p><b>References</b></p> <ul style="list-style-type: none"> <li>• Manitoba Workplace Safety and Health Regulation, M.R. 217/2006:</li> <li>• 8.1, 8.2 Musculoskeletal Injuries A Clean Sweep, British Columbia School Safety Association, Work Safe B.C., 2006</li> </ul>

**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. Keep elbows close to body during sweeping motion & avoid over-reaching
2. Alternate right & left hands at the top of the broom handle

Using Small hand broom to clean up debris:

1. Get close to the debris by bending on one knee
2. If appropriate wear knee pads to relieve the pressure on the knees