



Team Name: Environmental Services Team Lead: Regional Manager Environmental Services Approved by: VP - Corporate Services	Reference Number: ORG.1911.PR.023 Program Area: Support Services Section: Laundry
Issue Date: September 3, 2019 Review Date: Revision Date:	Subject: Transporting Laundry with a Lift/Vehicle

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:

Transporting Laundry and Linen with a Lift/Vehicle

PURPOSE:

To provide instruction for staff on the safe transporting of laundry/linen using a lift/vehicle.

<p><u>PROCEDURE:</u></p> <ol style="list-style-type: none"> 1. Put on Personal Protective Equipment (PPE) as required. 2. Ensure soiled laundry has been placed into closed laundry bags. 3. Ensure all laundry/linen is contained in a cart. 4. Push laundry/linen cart to the truck. 5. Lower lift from the vehicle to the ground/dock. 6. Push soiled laundry cart onto truck lift. Apply brakes as required. 7. Operate the Lift to raise the soiled laundry/linen cart into the box of the vehicle. 8. Secure load in the box of the laundry truck. 9. Close door on the truck and 	<p><u>TEACHING POINTS:</u></p> <ul style="list-style-type: none"> • Ensure all strings are tucked into the laundry bag. • Use safe lifting techniques. • Generally pushing loads is easier on backs, arms and shoulder than pulling. • Keep other employees or persons away from the lift when it is operation. • Refer to lift weight limits on vehicle • Make sure the load is secure on the lift before lifting.
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<p>secure the lift.</p> <ol style="list-style-type: none"> 10. Transport the soiled laundry/linen to the laundry facility. 11. Open the back door of the vehicle and make sure the unloading area is clear and unobstructed. 12. Engage the lift and raise it to the vehicle box. 13. Un-secure the laundry carts in the vehicle box and push the cart onto the lift. Applying brakes as required. 14. Secure the cart on the lift. 15. Lower the lift to the dock or ground level. 16. Pull the cart off the lift taking care not to tip the cart. 17. Push the cart to the appropriate storage area of the laundry facility. 18. Close the door of the truck and return the truck lift to the secure position. 19. Truck box should be cleaned after transporting soiled laundry. 	<ul style="list-style-type: none"> • Use cargo straps to secure the carts from moving within the box of the vehicle during transport. • Keep other employees or persons away from the lift when it is in operation. • The cart can be secured from moving with caster locks or a railing on the lift itself. If the cart should tip, step back and let it fall. Do not risk injury by trying to 'catch' the cart.
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EQUIPMENT/SUPPLIES:

- Laundry bags
- Cart for transportation of laundry/linen bags
- Personal Protective Equipment (PPE)
- Truck with lift