

# Reed College Custodial Safety Manual



June 2023



## Emergency and Reference Contacts

Emergency	911
Reed Community Safety Office	503-788-6666; Ext. 6666
Providence Hospital Emergency	503-215-6000
Reed Environmental Health and Safety	503-777-7788; Ext. 7788
Poison Control Center	1-800-222-1222
Departmental Contact Names: _____ _____ _____	Departmental Phone Numbers: _____ _____ _____



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## 1.0 Purpose and Acknowledgement

### 1.1 Purpose

The purpose of this manual is to establish consistent and effective environmental health and safety practices, policy and procedures throughout the Reed community and thereby promote environmental and resource conservation, prevent accidents, injuries, illnesses, and preserve life and property. It is the responsibility of each site administrator to ensure that their staff, facilities, operations, and services have knowledge of, and comply with, the applicable standards set forth in this manual.

### 1.2 Contents

The manual covers safety topics and regulations outlined by the Occupational Health and Safety Administration (OSHA) alongside other institutional policies designed to reduce your exposure to harm or injury. Safety topics including protection from the risk of harm or injury, accident prevention, and responsibilities will be covered. Furthermore, topics including general information and new employee orientation will be covered.

### 1.3 Applicability

All Reed personnel are responsible for observing, reporting, and adhering to all EHS safety rules, policy and procedures outlined in this manual. In addition, all Reed personnel are responsible for taking all reasonable precautions to ensure their safety, as well as the safety of others and of district operations, services, and facilities. Accordingly, it is the responsibility of all Reed personnel to be aware of and comply with all applicable provisions of this Environmental Health & Safety manual. Further, in accordance with the State Requirements for Educational Facilities (SREF), all Reed personnel (including on-site contractors) must comply with the OSHA Regulations and Construction Standards (<https://www.osha.gov/laws-regs>) as applicable to their sites, job tasks and operations.

### 1.4 Acknowledgements

We would like to acknowledge sources used during the process of making this manual:

- Occupational Safety and Health Administration guidelines (<https://www.osha.gov/>)
- A Manual for the Janitor and Custodian (<https://www.digital-2000.com/>)
- Broward County Public Schools, Environmental Health & Safety Manual
- Canadian Centre for Occupational Health and Safety, Health and Safety Guide for Custodial Workers
- Occupational Health Surveillance and Evaluation Program (OHSEP), California Department of Public Health
- Grounds Maintenance Handbook - WSISD Online Handbook
- Ultraviolet Radiation as a Hazard in the Workplace, WHO



## 2.0 Responsibilities of Positions in the Custodial Safety Program

### 2.1 Environmental Health and Safety Department (EHS)

EHS is responsible for policy development and review to insure compliance with all applicable federal and state regulations and with best industry practice. EHS will provide technical guidance and assistance in training and methods of compliance. EHS staff are authorized to halt any unsafe work practice that is not in accordance with health and safety policy.

### 2.2 Departments

Departments are responsible for providing a safe work environment for their staff by following posted health and safety policies and procedures. Department Heads and Managers are responsible for providing the front-line leadership and direction to their staff to ensure that working safely is always a priority at every site and for every task.

### 2.3 Supervisors

Supervisors must identify and provide the necessary personal protection equipment required for working in hazardous situations. The supervisor should be a competent person, as defined by OSHA, or assign someone to be the competent person for the work group. OSHA defines a competent person as:

- A person who is capable of identifying existing and predictable hazards in the surroundings or identifying working conditions which are hazardous or dangerous to employees, and
- A person who has authorization to take prompt corrective measures to eliminate them

### 2.4 Employees

All Reed employees, including faculty and non-faculty staff, are responsible for following all safety instructions, performing their work safely, and exercising proper caution to reduce the potential for accidents or injuries to themselves and others. All Reed employees are responsible for wearing the appropriate personal protection equipment when directed and for following the procedures specified in this policy. Employees are responsible for the proper care, use and inspection of their assigned protection equipment. Employees are also expected to report any unsafe conditions to their supervisor & any incidents and accidents relating to injury to HR via [hr@reed.edu](mailto:hr@reed.edu) in 24 hours. Follow the procedure for what to do when injured on the job: [https://www.reed.edu/human\\_resources/time-off/workers-compensation.html](https://www.reed.edu/human_resources/time-off/workers-compensation.html)



## 3.0 General Safety Rules

### 3.1 Emergency Procedures

In any emergency, notify your supervisor as soon as possible. Follow instructions given by your supervisor and refer to the following procedures.

#### 3.1.1 MEDICAL EMERGENCIES REQUIRING AN AMBULANCE: CALL THE FIRST TWO NUMBERS IN THE ORDER GIVEN:

- Immediately call 911. The dispatch operator will ask you whether you need fire, police, or ambulance, and the location of the emergency. Respond "ambulance," and give your location on Reed College campus. A useful direction: the main campus entrance is opposite 3424 SE Woodstock.
- Then notify the Reed community safety office at 503-788-6666; ext. 6666; inform them of the incident and that you have already summoned medical assistance. If possible, send someone to direct the ambulance personnel.
- Do NOT move an injured person unless the victim is in a life-threatening location, such as in a fire. Attend to the victim's immediate needs. Keep any victim of shock (electrical, chemical, or physical) warm with a blanket or warm clothing. In general, stop bleeding, monitor the victim's breathing and general status, and reassure the victim.

Artificial electric defibrillators (AEDs) are stored in every non-residential campus building. They are located in wall-mounted glass cases in the most frequented hallways. In the event that someone enters cardiac arrest, first call 911, then remove the AED from its wall-mounted case and open the container. Voice prompts will guide you through how to use the AED and a built-in computer checks a victim's heart rhythm through adhesive electrodes. The computer calculates whether defibrillation is needed.



#### 3.1.2 MEDICAL EMERGENCIES NOT REQUIRING AN AMBULANCE:

The nearest emergency room is located at Providence Hospital. (See below for directions). NEVER MOVE A VICTIM WITH BACK, NECK, OR HEAD INJURIES! If the victim is unable to transport themselves to the hospital, call an ambulance (911) or the Reed Community Safety Office (503-788-6666; ext. 6666). Notify the emergency room at Providence Hospital (503-215-6000) of an incoming accident victim. Give them all available information about the emergency.

- DIRECTIONS: Providence Hospital emergency room is at 4805 N.E. Glisan. Go north on 39th Avenue. Cross Powell, Division, and Burnside to Glisan (5 blocks north of Burnside). Make a RIGHT turn onto Glisan and continue east to 47th Avenue. Make a LEFT turn at this light. On the immediate RIGHT is the emergency room entrance.
- For CHEMICAL BURNS, immediately flush the area with water for at least 15 minutes, before departure to seek medical attention. If the eyes are affected, hold the eyes open



to the water in the eyewash and rotate the eyeballs to clear the material from all areas. Be gentle and do not rub your eyes. This continuous flushing could save your eyes! For skin contact, use emergency shower station. Remove affected clothing and flush for at least 15 minutes. Keep flushing the affected area while making telephone calls for help.

### **3.1.3 FIRE: DO NOT ATTEMPT TO FIGHT AN UNCONTAINED FIRE. NOTIFY AND EVACUATE THE BUILDING OCCUPANTS IMMEDIATELY.**

The person discovering a fire shall go to the nearest pull alarm (small red boxes on the walls) and pull it to alert the building occupants of fire. Remain calm and leave through the closest safe exit.

- Reed community safety office (503-788-6666) is not always automatically notified when an alarm is activated, so it is important to call community safety from a safe location. This is to ensure that emergency responders are on their way and enable community safety to direct responders to the fire rapidly.
- ONLY if the fire is small and contained, such as paper towels in a waste can, should you attempt to fight it. You can put out very small fires by “starving” them of oxygen. If the fire cannot be starved, use a fire extinguisher to put out the fire. If a fire is either large, not contained, or threatens your escape from the vicinity, do not attempt to fight it.
- There will be periodic testing of the alarm by community safety officers. All occupants in the building will be forewarned. Whenever you hear the alarms, assume that it is a fire or other emergency, and evacuate the building in an orderly fashion.

Building maps are posted in every campus building. All exits are marked on the map as well as the locations of fire extinguishers, fire alarm pull stations, and AEDs.

## 3.2 Wearing Appropriate Clothing

You should always wear appropriate clothing for your job. This includes wearing proper footwear for the job. If you will be working equipment and machinery, do not wear rings and jewelry that can get caught in the moving parts. Keep long hair tied back or under a hat. This will avoid having your hair getting caught in machines. Clothing should fit properly allowing room for movement without being so loose it could get caught in machinery moving parts.

## 3.3 Personal Protective Equipment (PPE)

Personal protective equipment is equipment that has been designed to protect you from potential injuries. When required for certain job assignments, personal protective equipment will be issued to you. It is your responsibility to wear it. Personal protective equipment could include safety glasses when your eyes are exposed to potential injury, gloves to protect your hands, hard hats for head protection, hearing protection for high noise areas, face shields to protect your face, respirators, and specialized shoes.





### 3.3.1 Eye Protection

Goggles, or other approved protective eyewear, should be worn when handling any potentially hazardous chemical or conducting any potentially hazardous task. You should choose the proper type of eye protection for the hazard. For example, safety glasses are not appropriate when working with chemicals that may splash in your face or eyes. Goggles (and potentially a face shield) would be the best choice when working with chemicals. Goggles should also be worn during any task that creates flying objects or particles.

### 3.3.2 Skin Protection

You should wear the right protective gloves for the hazard or chemicals. Some products can melt or go through gloves. Consult MSDSs to ensure the appropriate choice of glove material for use with chemicals. Wear gloves whenever it is necessary to handle rough or sharp-edged objects and very hot or very cold materials. The types of glove materials for these situations include leather, welder's gloves, aluminum-backed gloves, and other types of insulated glove materials.

When using gloves, follow these rules:

- Check gloves for small holes or tears before donning them.
- Remove gloves and wash your hands before touching phones, pens, your skin, or other personal items.
- Do not contaminate door knobs or other surfaces with a used glove. If you need gloves to transport anything, wear one glove to handle the transported item. Use your other/glove-free hand to touch doorknobs, elevator buttons, etc.
- Always remove your gloves and wash your hands when the task is completed.

Protect your skin by wearing a protective apron or smock. If your clothing is soaked with chemicals, change them immediately to prevent prolonged skin contact.

### 3.3.3 Hearing Protection

Hearing protection, such as ear plugs or earmuffs, may also be required if you work in a noisy area or with noisy equipment such as vacuums and other tools.

### 3.3.4 Respiratory Protection

Respiratory protection may be required depending on the job and chemical products being used. You must be trained before using a respirator. Discuss the need for this protection with your supervisor.

### 3.3.5 Internal Organ Protection

Do not bring food or drink near any hazardous chemicals or other potentially contaminating substances.



## 3.4 Dealing with Common Accidents

**REPORT ALL ON-THE-JOB ACCIDENTS AND NEAR ACCIDENTS TO YOUR SUPERVISOR IMMEDIATELY.** Follow the procedure for what to do when injured on the job:  
[https://www.reed.edu/human\\_resources/time-off/workers-compensation.html](https://www.reed.edu/human_resources/time-off/workers-compensation.html)

### 3.4.1 Chemical Spills

If cleaning chemicals are spilled, the contaminated surface must be cleaned in addition to just wiping up the spill. First, mark the hazard with a sign or an orange cone to protect others. Depending on the type of spill, pick up as much of the debris as possible with a broom and dustpan. Liquid spills should be mopped, and then wiped dry with a dry rag or towel. To properly clean up a spill that contains oils, wipe up as much of the spill as possible and put some abrasive powder on the contaminated surface. Rub the area to remove any remaining oils. Then clean the floor surface with soap and water, rinse, and ensure the floor is no longer slick.

If you encounter a chemical spill involving hazardous or unknown materials:  
Isolate the affected area by closing open doors/windows and restricting access.  
Contact Community Safety (ext. 6666) or April Sams (ext. 7788) with the following information:

- What is the exact location of the spill?
- What hazardous materials are involved?
- How much hazardous material is involved?
- How close is the spill to other hazardous materials?
- If outside and headed to the drain, what is the number on the drain plaque?

Leave the immediate area and keep others from entering until cleanup is complete.

### 3.4.2 Mercury Spill (Example: broken fluorescent bulb)

Mercury is a toxic liquid and may be fatal if inhaled. Mercury spills generate an enormous number of tiny droplets that are easily dispersed, requiring special clean-up equipment and procedures. Mercury lamp clean-up kits are located across campus in fluorescent lamp storage locations. The following instructions will be contained within the kit:

- Remove people and pets from the area and make sure no one walks through the breakage.
- **Ventilate the area for 15 minutes** before cleanup. Open a window if possible and/or leave exterior doors open.
- Remove from kit: 1 pair glove, 2 stiff cards, duct tape, 2 moist towelettes, paper towels, and resealable plastic bags. Put on gloves.
- For Hard Surfaces: Do NOT use a broom and dustpan (this spreads the mercury contamination).
- For Carpet: Only use a bagged vacuum for cleanup & **extra ventilation** is required. When vacuuming, **provide extra ventilation during and for at least 15 minutes after**



**completion. Area must also be ventilated during & 15 minutes after the next 2 times it is vacuumed.**

- Carefully pick up larger glass fragments using paper towels & place in “Glass Only” bag. Scoop up smaller fragments and powder using stiff cards and place in same “Glass Only” bag. Use duct tape (sticky side out) to pick up any remaining fragments. Wipe the area clean with moist towelettes. Place used wipes, towels, tape, index cards, & gloves into “Waste” bag.
- If shoes come into contact with broken lamp fragments, wipe them off with moist towelettes and place the wipes in “Waste” bag.
- Promptly transport the sealed plastic bags to warehouse: “Glass” bags go into “Incidental Breakage” box. “Waste” bags go into “Waste Bucket”.
- If possible, ventilate the room for 12-24 hours following cleanup.
- Wash your hands.



### 3.4.3 Injury (example: cut, burn, etc.)

Begin first-aid treatment and immediately notify your supervisor. Seek appropriate medical attention. Employee injuries requiring time off work or doctor’s care must be reported to the college using a State of Oregon Worker’s and Employer’s Report of Occupational Injury or Disease.

### 3.4.4 Eye Contact

Use the eyewash promptly to flush eyes with water for 15 minutes. Hold the eyes open to the water in the eyewash and rotate the eyeballs to clear the material from all areas. Be gentle and do not rub your eyes. Notify your supervisor and seek appropriate medical attention.



### 3.4.5 Skin Contact

Promptly remove any contaminated clothing and flush the affected area with water for 15 minutes. If symptoms of exposure persist after washing, seek medical attention immediately. Remember that some chemical exposures may have a delayed adverse reaction. Notify your supervisor of the incident.

### 3.4.6 Ingestion

Drink large amounts of water. Do not induce vomiting unless specifically instructed by SDS or other knowledgeable source, such as the Poison Control Center at 1-800-222-1222. If needed, contact community safety (503-788-6666) or emergency responders (911 for fire, police, and ambulance).





### 3.4.7 Inhalation

Move to fresh air. If an exposed person is unable to help themselves, move them to a safe area and check breathing. Call community safety (503-788-6666) or 911 for emergency medical assistance and keep the affected person calm and comfortable.

### 3.4.8 Fires

Activate the fire alarm pull station to alert occupants of the need to evacuate. Since some of these alarms are only audible locally (that is, some do not ring to a central monitoring station), call Community Safety (ext. 6666) from a safe place whenever you activate an alarm.



## 3.5 Accident Reporting

All on-the-job injuries and job-related illnesses must be reported as soon as possible. You will not be discriminated or retaliated against for reporting. Report all injuries to your supervisor, even those that do not require medical attention. Please report those injuries which seem trivial at the time because studies show that serious injuries are often preceded by less severe incidents. Early investigation and mitigation of potential problems can lead to reduced occupational accidents, but these incidents must be reported in order for the college to adequately evaluate the risks.

### The following steps outline the proper procedure for reporting an accident:

- Report your injury or illness to your supervisor immediately.
- Report your injury or illness to human resources immediately, either by calling Cypress Williams or sending an email to [hr@reed.edu](mailto:hr@reed.edu).
- With your supervisor, complete a Reed [accident report form](#) within three calendar days of the injury or illness. The form is available to download on both the Reed Human Resources & Environmental Health & Safety websites.
- If an on-the-job injury results in a visit to a physician or in time lost from work, the supervisor and injured employee, if available, are required to fill out a "Report of Occupational Injury and Disease" form, also known as an 801 form. With your supervisor, complete a [Form 801](#) within three calendar days of the injury or illness. Completion of Form 801 initiates a workers' compensation claim.

For more information on accident/incident reporting and investigation, you can visit the following websites:

Reed College Environmental Health & Safety – Resources & Tools  
[https://www.reed.edu/ehs/ehs\\_forms/index.html](https://www.reed.edu/ehs/ehs_forms/index.html)

Reed College Human Resources – Time Off



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[https://www.reed.edu/human\\_resources/time-off/workers-compensation.html](https://www.reed.edu/human_resources/time-off/workers-compensation.html)

### 3.6 First Aid

First-aid cabinets contain materials for treating minor cuts and burns only. They are located on hallway walls throughout each building. Use first aid materials for immediate, temporary care until the victim can seek professional medical help.



## 4.0 Hazards

### 4.1 Biological Hazards

Review Reed College's [Bloodborne Pathogens Exposure Control Plan](#).

### 4.2 Asbestos

Review Reed College's [Asbestos Management Program](#).

### 4.3 Chemicals Used for Cleaning

Review Reed College's [Hazard Communication Plan](#).

Coming into contact with chemicals used in cleaning is inevitable, but there can be serious health hazards associated with their use. Exposure to the chemical cleaning agents without proper protection can cause coughing, shortness of breath, sore throat, red/itchy eyes, headaches, dizziness, skin rashes, nosebleeds, burns, or asthma.

***If you ever think you have health problems that are caused by using cleaning chemicals, tell your supervisor and ask to see a doctor.***

However, if you follow all recommended precautions, these chemicals should be safe and should not cause adverse effects. Precautions range from certain personal protective equipment (such as gloves or goggles) to requirements for ventilation or disposal. The **Safety Data Sheet (SDS)** for any cleaning product contains all the information you need to know including necessary precautions, ingredients, hazards, and handling first aid response to an exposure. For example, the MSDSs for Buckeye products – which is one of the most widely utilized cleaning chemical brands at Reed - can be found [here](#). If you are unsure about a chemical, ask your supervisor for the MSDS.

#### 4.3.1 Corrosive Chemicals

Substitution can be the best way to avoid or reduce a hazard when it comes to corrosive chemicals. Often though, it is not easy or even possible to find a non-corrosive or less corrosive substitute to do the job effectively and safely. Start by obtaining the MSDSs for all possible substitute materials. Choose the least hazardous materials that can do the job effectively and safely.

Well-designed and well-maintained ventilation systems remove corrosive vapors, fumes, mists, or airborne dusts from the workplace and reduce their hazards. The amount and type of ventilation needed to minimize the hazards of airborne corrosives depends on such things as the kind of job, the kind and amount of materials used, and the size and layout of the work area. An assessment of the specific ways corrosives are stored, handled, used, and disposed of is the best way to find out if existing ventilation controls are adequate. No special ventilation system



may be needed when working with small amounts of corrosives which do not give off airborne contaminants.

Before storing corrosives, inspect all incoming containers of corrosives to ensure that they are undamaged and properly labelled. Do not accept delivery of defective containers. Corrosives can destroy containers made of improper materials. Be sure to store corrosive materials in the type of containers recommended by the manufacturer or supplier. Protect containers against banging or other physical damage when storing, transferring, or using them. Keep them tightly closed when not in use.

In general, store corrosives separately, away from processing and handling areas, and from other materials. Separate storage can reduce the amount of damage caused in case of fires, spills, or leaks. If totally separate storage is not possible, store corrosives away from incompatible materials.

Some corrosives are incompatible with each other. For example, acids and bases react together, sometimes violently. Do not store them beside each other.

Walls, floors, and shelving in corrosive storage areas should be made from materials that resist attack by corrosives. Floors in areas where liquid corrosives are stored should not allow liquids to penetrate. Since many corrosive liquids flow easily, store them in corrosion-resistant trays to contain spills or leaks. For large containers, such as 250-litre (55-gallon) drums, provide dikes around liquid storage areas and sills or ramps at door openings.

Store containers at a convenient height for handling, below eye level if possible. High shelving increases the risk of dropping containers and the severity of damage if a fall occurs.

Store corrosives in areas which are:

- Well ventilated.
- Supplied with adequate firefighting equipment.
- Supplied with suitable spill clean-up equipment and materials.
- Labelled with proper warning signs.

If other methods, such as engineering controls, are not available or effective enough to control exposure to corrosives, wear suitable personal protective equipment (PPE).

- Avoid skin contact
- Protect your eyes and face
- Avoid breathing Corrosive vapors, fumes, dusts, or mists





### 4.3.2 Highly Hazardous Chemicals Storage

For every highly hazardous chemical, it is required that employers compile information on chemical toxicity, permissible exposure limits, physical data, reactivity data, corrosivity data, thermal and chemical stability data, and hazardous effects associated with inadvertent mixing of chemicals that may occur. Facilities are required by OSHA's Hazard Communication standard to have Safety Data Sheets (SDSs) for hazardous chemicals in their workplaces, which often contain some of this information. If an employer does not already have an SDS, it must obtain it from its chemical suppliers. Storage facilities should be aware of reactivity hazards including unstable substances or incompatibility issues. The Center for Chemical Process Safety (CCPS) provides basic guidance on chemical reactivity, which facilities can consult on the CCPS webpage.

## 4.4 Mold Prevention

Mold is a type of fungi that can be found everywhere. Adverse health effects from mold exposure are possible (especially those individuals at higher risk such as children, the elderly, pregnant women, and those with a weakened immune system) and may manifest in the following symptoms: runny nose, eye irritation, cough/congestion, sneezing, skin rash, and/or aggravation of asthma. Growths of mold can often be easily identified by site or smell. They usually appear as colored, woolly mats and produce a foul, musty, or earthy smell. Mold often grows in areas of excess moisture. By removing the source of moisture and drying the area as thoroughly as possible, you may prevent the recurrence of mold growth.

To treat existing mold, clean all wet or mold infected items/surfaces with detergent and water. Discard all water or mold damaged materials in sealed plastic bags. Follow up by disinfecting. Use appropriate respiratory, hand, and eye protection during cleaning. Vacuum all areas that are clean and dry with a HEPA vacuum.

## 4.5 Removing Graffiti Safely

Graffiti cleaners can harm many different parts of your body, depending on the particular chemicals they contain. According to California Health and Safety Regulations, you have the right to know about the chemicals you work with. Your employer must, by law, give you information about these chemicals, their health effects, and how to protect yourself. Besides chemicals, you can face other hazards when removing graffiti. Here are a few:

- Repetitive Stress Injuries (RSIs)
- Fall Hazards
- Exposure to Lead
- Noise
- Heat

For some graffiti removal work, you may need a respirator. If your respirator fits well and works right, it reduces the chemical vapors and dust that you breathe. Additionally, other PPE such as goggles, face shields, and gloves can help keep you safe when you work.

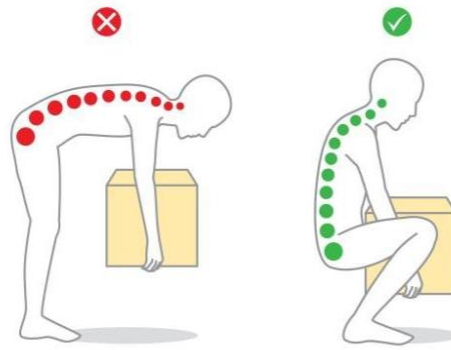




## 4.6 Lifting/Carrying

Preventing painful and debilitating back injuries begins with one simple technique: **bend your legs, not your back.**

It is also important to remember **never to twist while lifting.** Instead of twisting, lift the item and pivot your feet before setting it back down. Always keep the item you are lifting close to your body. **If an item is too heavy to lift by yourself, ask a coworker to help.** Plan the lift in advance and communicate well with your partner. Make sure everyone involved in the lift understands their role. Use lift assist equipment or devices whenever possible. Use carts with large wheels because they roll more easily and require less force over door thresholds and gaps. Small wheels are more likely to get caught on floor irregularities.



## 4.7 Repetitive Motion

Repeating the same motion over and over again at high speeds with little rest, and applying force to muscles, joints, or tendons while in an awkward angle may be putting more stress on those body parts than is necessary and can increase the chance of developing repetitive motion injuries (RMIs). Common RMIs include carpal tunnel syndrome, tendonitis, and bursitis. These RMIs often put productivity at risk.

The most common causes of repetitive motion injuries are:

- Awkward posture for a long period of time.
- Too much force overloading muscles and tendons.
- Repetitive use of the same muscles and joints to perform any given task.

Avoid injuries by:

- Using an assist device or adjustable tools and equipment (e.g. adjustable mop handles, carts, etc.).
- Reducing motions such as bending, twisting, and reaching. Be mindful of safe manual lifting, weight of load, force of push or pull, and force to arms and wrist.

## 4.8 Slips, Trips, & Falls

In custodial work, there are many tripping, slipping, and falling hazards. However, with understanding and awareness, these fall-related accidents can be prevented. Slips tend to happen when there is too little traction between footwear and the floor, often when the floor is wet or oily. Falls can happen from ladders, stairs, and any other heights, or when jumping from elevated surfaces. When your foot hits an object and causes you to lose balance, you trip, and



can fall. Statistics on fall-related injuries in the workplace identify certain hazardous conditions that are often responsible for accidents:

- Obstructed view or poor lighting
- Clutter or trash left on the ground
- Protruding chair legs and open desk drawers
- Wrinkled carpet or rolled corners on rugs
- Uncovered cables
- Uneven steps

#### 4.8.1 Prevention

Good housekeeping is the first and the most important part of preventing falls. All spills should be wiped up immediately. During and after clean-up the affected areas should be marked with “Wet Floor” signs. Any debris or trash should be swept off the floor immediately. All walkways should be kept free of obstacles and clutter. Runners and rugs should be secured to the floor to prevent wrinkling or folding. Always work in well-lit conditions and replace any burned out light bulbs. The other most important aspect of preventing falls is awareness. Being conscious of your surroundings at all times will help you avoid both expected and unexpected hazards.

### 4.9 Ladder Safety

Review Reed College’s [Ladder Safety guide](#).

### 4.10 Equipment Use

The following are some important general safety rules that each Reed employee is required to follow when using equipment:

- Do not operate any equipment unless you have been properly trained and are familiar with the specific equipment.
- Use equipment only for jobs for which it was designed, etc.; do not trim hedges with mowers.
- Keep hands and body parts from under machines.
- Do not leave machinery running unattended.
- Report all mechanical defects to your supervisor

#### 4.10.1 Machine Guarding

Moving machine parts have the potential to cause severe workplace injuries, such as crushed fingers or hands, amputations, burns, or blindness. Safeguards are essential for protecting workers from these preventable injuries. Any machine part, function, or process that may cause injury must be safeguarded. When the operation of a machine or accidental contact injures the operator or others in the vicinity, the hazards must be eliminated or controlled.

All equipment must be inspected and maintained in accordance with the equipment manufacturer’s instructions, safety warnings, applicable regulations, and standards (e.g., OSHA, UL, ASME, ANSI, NFPA) and best industry or trade practices. The term “equipment” includes tools, light and heavy machinery and vehicles, safety devices, safety apparel, and Personal



Protective Equipment or PPE where feasible, printed instructions, safety warnings and inspection dates shall be available on or near the equipment. Painting over, defacing, or removing of instructions, warning labels or signs is prohibited. Detailed documentation of equipment inspection and maintenance shall be maintained by the supervisor or the site administrator or designee.

#### 4.11 Confined Spaces

Review Reed College's [Confined Space Program](#).

#### 4.12 Electrical Hazards

To prevent electrocution or fires it is always best to inspect electrical cables, cords, and plugs for frays, cracks, cuts, or defects before you use them. Unless a piece of equipment is labeled as "Double Insulated" on the manufacturer's tag, then they must be grounded with a 3-prong plug and a grounded cable. In case of a short or malfunction, electricity in these types of chords flows through a third grounded wire and not through the person holding the equipment, preventing electrical shock. If the ground wire is damaged or improperly connected, or the third prong is missing or broken, the equipment should not be used.

**Never overload an outlet.** Do not plug in more than the allowed number of electrical power outlets. This is a serious fire hazard.

**Water and electricity do not mix.** Always unplug electrical equipment or appliances before cleaning. Do not use electrical equipment while standing on a wet or damp surface.

**Never clean electrical equipment with flammable solvents.** The sparks from the inside of a machine or tool can cause an explosion.

**Make sure that any electrical or other types of cords do not create tripping hazards.**

#### 4.13 Lockout/Tagout

Review Reed College's [Control of Hazardous Energy Program](#).

#### 4.14 Air Quality

Review Reed College's [Protection from Wildfire Smoke Program](#).

#### 4.15 Hot and Cold Working Environments

When working in a variety of settings where climate or varying degrees of temperature are a factor, the hazard cannot be readily managed using just engineering controls alone. In these circumstances some of the most effective ways of managing these environments is by introducing some simple administrative controls.



#### 4.15.1 Cold working environments

- Ensure the personal protective equipment issued is appropriate
- Provision of mobile facilities for re-warming and encourage the drinking of warm fluids such as soup or hot chocolate
- Introduce more frequent rest breaks
- For outdoors work, can the job be delayed and undertaken at warmer times of the year without compromising on safety
- Educate workers about recognizing the early symptoms of cold stress.

#### 4.15.2 Hot working environments

Review Reed College's [Heat Illness Prevention and Response Program](#).

### 4.16 Radiation Exposure

Review Reed College's [Radiation Safety Programs](#).

## 5.0 Storing and Handling of Waste

Review Reed College's [Waste Management Plan](#).

Never store garbage in your facility, move it promptly to a waste container outside. This is especially important if you are collecting garbage in a food handling area. Make sure that doors and external windows keep out pests, such as flies and rats. Careful storage of waste is also important to avoid attracting pests. You should:

- Not allow food or other waste to gather in food areas.
- Keep the storage area clean.
- Do not wait for garbage to pile up, keep it moving and make regular 'garbage runs' out to the refuse container.
- Place garbage in sturdy, leak-proof plastic, or metal containers with tight-fitting lids. The containers should be lined with clear plastic bags, or with wet-strength paper.
- Clean and sanitize garbage containers frequently to prevent odor and keep from attracting insects and other pests.
- After any kind of garbage duty, you must wash your hands.

### 5.1 Intravenous Sharps Disposal

Sharps are defined as any contaminated object that can penetrate the skin, such as needles, syringes, scalpels, broken glass, broken capillary tubes, or ends of dental wiring. Note that in Oregon the entire object, including tubing, and not just the needle or sharp end, is considered to be a sharp and, if used intravenously or otherwise contaminated with blood, should be disposed of as biomedical waste.



## 6.0 Robberies and Assault

Although robberies and assaults against custodians are rare, it is important to take special precautions when working alone or at night.

### **Supervisors Can Make the Workplace Safer**

- Provide good lighting in the workplace, parking lots, and other areas where people go alone at night.
- Assign people to work in pairs when possible.
- Make sure that employees know how to contact Community Safety (503-788-6666).

### **Employees Can Follow Safe Work Practices**

- Be aware of your surroundings. If you are about to unlock the door to a building, make sure that no one is standing near the door. Lock the door behind you.
- Keep a list of emergency numbers with you. Keep a cell phone with you or know where to reach the nearest working phone.
- Know where the closest exits are in case of emergency.
- Know how to report violent incidents and threats.

