

HOTEL HOUSEKEEPING



What Can Happen

- Cuts and bruises
- Wrist, elbow, and shoulder tendonitis
- Musculoskeletal injuries
- Carpal tunnel syndrome
- Electrocution
- Chemical-related injuries
- Infections

The following points are a few things to keep in mind while working, but the employer's specific policies and procedures related to the job requirements should be reviewed with you by your supervisor/manager.

What You Can Do

- Watch for things that may cause accidents and report them immediately to your supervisor
- Place mops, buckets, and other equipment where no one can fall over them
- Practice safe lifting techniques – lift with your legs, not your back
- Be careful with cleaning solutions or chemicals – an MSDS must be available for all cleaning products – be sure to read and follow the instructions on them
- Use the right tools for the job, such as long-handled scrubbers to reduce stooping and bending while cleaning

Cleaning a Room

- Store cigarette butts and sharp objects in a separate, metal container
- Roll up all linen, rugs, and spreads before putting them in the soiled laundry bundle
- Wear rubber gloves when using strong cleaning solutions
- Push (don't pull) tall or heavy pieces of furniture – get help if necessary
- Alternate tasks between your hands
- Take regular mini-breaks for stretching or moving to improve blood circulation and reduce muscle tension

Housekeeping Carts

- Use the wheel lock when the cart is stopped
- Pack the heaviest items (e.g., linens, towels) on the bottom of the cart
- Make sure that linens or towels are not hanging over cart edges
- Make sure your view is not blocked by loading supplies too high on your cart
- Check that all hazardous materials are properly labeled
- Keep your personal protective equipment (PPE) on your cart and wear it whenever it is necessary
- If your cart is too heavy to push, remove some items and return for them later
- Push the cart slowly at all times
- Never pull the cart – it may crash into you
- Keep your hands on the cart handle to avoid bruising them when going through narrow doorways
- Slow down and be aware of causing collisions at corners or intersections
- Keep to the right to avoid other traffic in the hallways



Safe Lifting

- Take a balanced stance – put your feet shoulder width apart
- Test the weight of the load before trying to lift it. Get as close to the object as possible – squat down to pick up the load – making sure you have a secure grip
- Lift gradually and smoothly, keeping your back and neck straight
- Lift and carry the load close to your body
- Turn your whole body when carrying a load, instead of twisting your back

And Remember...

- **Do not** touch light switches or handle equipment when your hands are wet or you are standing on a damp floor
- **Do not** stand on the edge of bathroom tubs
- **Do not** mix ammonia and chlorine-based cleaners together – poisonous gas is produced
- **Do not** try to repair machines or equipment – report problems to your supervisor
- **Do not** run your hands along or inside objects unless you have checked first for razor blades, needles, broken glass, etc.
- **Do not** use your hands to compress garbage in a bag – use a stick or plunger

© Workplace Safety and Prevention Services 2011.
Workplace Safety and Prevention Services (WSPS) grants permission to approved end users to reproduce this document in whole or in part, provided its intended use is for non-commercial, educational purposes and that full acknowledgement is given to the WSPS. Approved end users are firms registered with the Workplace Safety and Insurance Board. WSPS reserves the right to extend this permission to other stakeholders and interested parties by express written permission upon application. WSPS extends no warranty to materials amended or altered by the end user. Under no circumstances is this document, or any portion thereof, to be duplicated for purposes of sale or for external reproduction or distribution.

Revised: February 2011