



## Employee Safety Training

Name:	ID NO:
Date of Training:	Supervisor:

### Custodian Safety Training

TOPIC	Description of Discussion	Employee Initials
TRIP HAZARDS	No flip flops – Must wear tennis shoes with rubber soles. Shoes must be in good condition. Pants should not be too long which may cause a trip hazard. Be aware of curbs, step-ups and step-downs in and around the building, look for wet carpet prior to walking on the carpet due to unknown spills or floods. Look for standing water, sand and other loose debris on hard floors prior to walking on the tile. Look for boxes that may be in hallways or near entry doors from delivery companies. Be aware of any irrigation leaks outside that may floor sidewalks or parking lots that may cause a slippery condition. Report any unsafe condition to your supervisor immediately.	
SHARPS	Consists of needles, broken glass, broken mirrors, pens, pencils, paper clips, thumb tacks, staples or any sharp object that may appear in trash containers, on desks, floors and carpet. Inspect all surfaces before cleaning the area. NEVER PUT YOUR HANDS IN A TRASH CONTAINER FULL OF TRASH. NEVER USE YOUR FOOT OR HANDS TO COMPACT THE TRASH. Report any used syringes to your supervisor immediately. If you need assistance contact your supervisor.	
LIFTING	Heavy lifting may consist of over filled trash containers, over filled mop buckets, delivery boxes, and chairs. When emptying trash into your barrel be sure to change the trash liner when it becomes ½ full. If you a trash container full of books, biners or magazines – IT WILL BE HEAVY. Do not attempt to empty without help. Your mop bucket should be filled with 2 gallons of water (14 pounds) – this will make the bucket lighter and more manageable. If you are required to put away deliveries and the boxes are too heavy, empty them where you found them and do not attempt to move them until they are manageable.	
CAR USE	If assigned a company car: Texting while drive is not tolerated. If you need to use the phone while driving, you	



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	must pull over and remain stopped until your conversation is complete. Company vehicles are only to be used for company use. Personal use is strictly forbidden.	
PERSONAL SECURITY	When entering a building or leaving a building you must lock the door behind you. While inside cleaning, you must open all window coverings prior to beginning work so you can be seen from the outside by your supervisor and law enforcement. If at anytime you feel threatened call 911 to request police assistance.	
CHEMICAL USE	All our chemicals are water based, green certified or EPA approved. Your chemicals are premixed by your supervisor at the office using controlled mixing dilution equipment. In the event you must mix a chemical – follow the manufacturers instructions as noted on the bottle label. NEVER MIX TWO OR MORE CHEMICALS TOGETHER. Always wear gloves and safety glasses when mix chemicals with water. MSDS (Material Safety Data Sheets) are available in you janitors closet for every product we use. Refer to the First Aid section of the bottle label or MSDS if you feel you have been exposed. After completing the first aid instructions, contact your supervisor immediately.	
JOB SHUT-DOWN AUTHORIZATION	If at anytime you feel your working conditions are unsafe you have FULL AUTHORITY to SHUT-DOWN work. All employees must leave the danger zone immediately. Notify your supervisor immediately so management can assess the situation and address safety concerns.	

I (Employee) \_\_\_\_\_ have received instruction by my Supervisor \_\_\_\_\_ on the above information and I fully understand my responsibility as it relates to Environmental Management's safety program.

Employee: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_