



# Housekeeping Safety Communications Schedule

## A Framework for Your Monthly Safety Meetings

Regular safety communication increases safety awareness and helps prevent injuries. If you show your employees that safety is important to you, they will feel safety is important. Communicating about safety does not need to take a significant amount of time. In many cases, you can cover targeted, useful information in a couple of minutes.

This calendar of safety topics establishes a schedule for your monthly safety meetings and shows you what to cover at the meetings. Use this calendar as the framework to help develop your monthly safety conversations.

- You can use all or some of the material provided for each topic, depending on your needs or time constraints.
- Cover the topics in any order and adjust them based on injury trends, time of year, etc.
- Think about ways to reinforce the verbal messaging by adding your own examples or demonstrations.

		<b>Supporting Content</b> (available on State Fund's safety resource center, <a href="http://www.SafeAtWorkCA.com">www.SafeAtWorkCA.com</a> )
Topic 1	Hotel Worker Safety	<p>Safety Resource: <a href="#">Hotel Worker Safety</a> (also in <a href="#">Spanish</a>)</p> <p><b>Key Points:</b></p> <ul style="list-style-type: none"> <li>• The biggest risk for housekeeping is injuries is sprains, strains, and repetitive work.</li> <li>• Protect your back when you are lifting, making beds, and dusting furniture.</li> <li>• Know what chemicals you use and how to use them safely.</li> <li>• Use the proper tools for the job.</li> <li>• Do not rush work tasks as this can increase the risk of an injury.</li> </ul> <p><b>Supplemental Information:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Working Safer and Easier for Janitors, Custodians, and Housekeepers (Cal/OSHA)</a> (also in <a href="#">Spanish</a>)</li> <li>• <a href="#">Preventing Musculoskeletal Injuries in Housekeepers (Cal/OSHA)</a></li> <li>• <a href="#">Housekeepers: Practices to Improve Health and Safety Using Ergonomics (OSHA)</a> (also in <a href="#">Spanish</a>)</li> <li>• <a href="#">Hotel Housekeeping (CCOHS)</a></li> <li>• <a href="#">Common Workplace Injuries</a> (also in <a href="#">Spanish</a>)</li> </ul>
Topic 2	Pushing Carts	<p>Safety Resource: <a href="#">Housekeeping Ergonomics</a></p> <p><b>Key Points:</b></p> <ul style="list-style-type: none"> <li>• Do not overload housekeeping carts.</li> <li>• Push carts; do not pull them. This helps reduce strain.</li> <li>• Organize supplies on the cart so that they do not block the view when pushing.</li> <li>• Check wheels for damage or under-inflation.</li> </ul> <p><b>Supplemental Information:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Pushing and Pulling Safely</a></li> <li>• <a href="#">Carts: Push/Pull Guidelines</a></li> </ul>

	Safety Topic	Supporting Content (available on State Fund's safety resource center, <a href="http://www.SafeAtWorkCA.com">www.SafeAtWorkCA.com</a> )
Topic 3	Making Beds	<p>Safety Resource: <a href="#">Housekeeping Ergonomics (see "Making beds")</a></p> <p><b>Key Points:</b></p> <ul style="list-style-type: none"> <li>• Look for ways to reduce reaching and awkward postures when making beds.</li> <li>• Get as close as possible to the area of the bed you are making.</li> <li>• When tucking in sheets, kneel or crouch, instead of bending.</li> <li>• If a bed-making tool is available, use it.</li> </ul> <p><b>Supplemental Information:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Making Beds (WorkSafeBC)</a> (video, Spanish subtitles)</li> <li>• <a href="#">Reaching and Awkward Postures</a></li> <li>• <a href="#">Kneeling</a></li> </ul>
Topic 4	Cleaning Bathrooms	<p>Safety Resource: <a href="#">Housekeeping Ergonomics (see "Cleaning bathrooms")</a></p> <p><b>Key Points:</b></p> <ul style="list-style-type: none"> <li>• Reduce reaching by using long-handled tools for tubs/showers and toilets.</li> <li>• Alternate using your left and right hands when scrubbing.</li> <li>• Protect your knees when kneeling with a mat or towel.</li> </ul> <p><b>Supplemental Information:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Cleaning Bathrooms</a> (WorkSafeBC) (video, Spanish subtitles)</li> <li>• <a href="#">Wringing</a> (WorkSafeBC) (video, Spanish subtitles)</li> <li>• <a href="#">Bathroom Cleaning</a> (Cal/OSHA) (in English and Spanish)</li> <li>• <a href="#">Reaching and Awkward Postures</a></li> <li>• <a href="#">Kneeling</a></li> </ul>
Topic 5	Cleaning, Dusting, and Vacuuming	<p>Safety Resource: <a href="#">Housekeeping Ergonomics (see "Vacuuming" and "General cleaning and dusting")</a></p> <p><b>Key Points:</b></p> <ul style="list-style-type: none"> <li>• When dusting, keep wrists straight.</li> <li>• Use long-handled tools to dust higher furniture.</li> <li>• When vacuuming, move your feet instead of overreaching.</li> </ul> <p><b>Supplemental Information:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Vacuuming</a> (WorkSafeBC) (video, Spanish subtitles)</li> <li>• <a href="#">High Dusting</a> (WorkSafeBC) (video, Spanish subtitles)</li> <li>• <a href="#">Emptying Cans</a> (WorkSafeBC) (video, Spanish subtitles)</li> <li>• <a href="#">Sweeping/Mopping</a> (Cal/OSHA) (in English and Spanish)</li> <li>• <a href="#">Mop Buckets</a> (Cal/OSHA) (in English and Spanish)</li> <li>• <a href="#">Dusting</a> (Cal/OSHA) (in English and Spanish)</li> <li>• <a href="#">Trash Handling</a> (Cal/OSHA) (in English and Spanish)</li> <li>• <a href="#">Reaching and Awkward Postures</a></li> <li>• <a href="#">Kneeling</a></li> </ul>

	Safety Topic	Supporting Content (available on State Fund's safety resource center, <a href="http://www.SafeAtWorkCA.com">www.SafeAtWorkCA.com</a> )
Topic 6	Back Safety	<p>Safety Resource: <a href="#">Safety Meeting: Lifting and Back Injuries</a> (also in <a href="#">Spanish</a>)</p> <p><b>Key Points:</b></p> <ul style="list-style-type: none"> <li>• Avoid lifting when possible.</li> <li>• Keep the load as close to the body as possible.</li> <li>• Maintain the natural curves of your spine.</li> </ul> <p><b>Supplemental Information:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Preventing Sprains and Strains</a> (also in <a href="#">Spanish</a>)</li> <li>• <a href="#">Caring for Your Back</a></li> <li>• <a href="#">Back Connection</a> (videos)</li> <li>• <a href="#">Hazard Checklist: Proper Lifting Techniques</a></li> </ul>
Topic 7	Chemical Safety	<p>Safety Resource: <a href="#">Safety Meeting: Hazard Labeling</a> (also in <a href="#">Spanish</a>)</p> <p><b>Key Points:</b></p> <ul style="list-style-type: none"> <li>• It is important (and required by Cal/OSHA) that employees know what chemicals they are using and how to use them safely.</li> <li>• Review the importance of chemical labeling.</li> <li>• Review the pictograms, labels, and safety data sheets for the chemicals you use.</li> </ul> <p><b>Supplemental Information:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Safety Data Sheet</a> (also in <a href="#">Spanish</a>)</li> <li>• <a href="#">Hazard Communication - Safety Data Sheets</a> (OSHA)</li> <li>• <a href="#">Hazard Communication Standard - Pictograms</a> (OSHA)</li> <li>• <a href="#">Hazard Communication Standard - Labels</a> (OSHA)</li> <li>• <a href="#">Chemical Safety</a> (Cal/OSHA) (in English and Spanish)</li> <li>• <a href="#">PPE</a> (Cal/OSHA) (in English and Spanish)</li> </ul>
Topic 8	Preventing Slips, Trips, and Falls	<p>Safety Resource: <a href="#">Safety Meeting: Avoiding Slips, Trips, and Falls</a> (also in <a href="#">Spanish</a>)</p> <p><b>Key Points:</b></p> <ul style="list-style-type: none"> <li>• Being distracted increases the chance of a slip, trip, or fall.</li> <li>• Identify problem areas, such as slippery floors or uneven ground, and report them to your supervisor if necessary.</li> <li>• Wear slip-resistant footwear and replace when soles appear worn.</li> </ul> <p><b>Supplemental Information:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Slips and Falls – Avoid Slip-Ups</a> (also in <a href="#">Spanish</a>)</li> <li>• <a href="#">Slips, Trips, and Falls</a> (Cal/OSHA) (in English and Spanish)</li> </ul>
Topic 9	Selecting and Caring for Shoes	<p>Safety Resource: <a href="#">Selecting the Right Shoes</a></p> <p><b>Key Points:</b></p> <ul style="list-style-type: none"> <li>• Choosing a safe and comfortable shoe is important.</li> <li>• Select a shoe that has a slip-resistant sole.</li> <li>• Check the structure of the shoe to make sure it provides the support you need.</li> <li>• Make sure you are wearing the correct size shoe for your foot.</li> </ul> <p><b>Supplemental Information:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Insoles</a></li> <li>• <a href="#">Shoe Policies</a></li> <li>• <a href="#">Proper Foot Protection Will Make You Jump for Joy</a></li> </ul>

	Safety Topic	Supporting Content (available on State Fund's safety resource center, <a href="http://www.SafeAtWorkCA.com">www.SafeAtWorkCA.com</a> )
Topic 10	Storing Amenities	<p>Safety Resource: <a href="#">Storage Area Ergonomics</a></p> <p><b>Key Points:</b></p> <ul style="list-style-type: none"> <li>• Store frequently used items on shelves at a height between the knee and shoulder.</li> <li>• Use a step stool to reach items on higher shelves instead of over-reaching.</li> <li>• Only store lightweight items on higher shelves.</li> <li>• Do not overload carts with extra amenities. Take only what you need.</li> </ul>
Topic 11	Musculoskeletal Injury Prevention Program	<p>Safety Resource: <a href="#">Safety Meeting: Hotel/Motel Housekeeper Injury Prevention</a> (also in <a href="#">Spanish</a>)</p> <p><b>Key Points:</b></p> <ul style="list-style-type: none"> <li>• Review details of your Housekeeping Musculoskeletal Injury Prevention Program.</li> <li>• Review signs and symptoms of musculoskeletal injuries.</li> <li>• Encourage employees to speak up when they identify a safety concern.</li> <li>• Encourage employees to provide feedback.</li> </ul> <p><b>Supplemental Information:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Hotel Housekeeping Musculoskeletal Injury Prevention Program</a></li> <li>• <a href="#">Talking Back: The Recovery Process</a></li> <li>• <a href="#">Safe and Healthy Workplace (Cal/OSHA)</a> (in English and Spanish)</li> </ul>
Topic 12	Stretching	<p>Safety Resource: <a href="#">Stretches for Workers</a> (also in <a href="#">Spanish</a>)</p> <p><b>Key Points:</b></p> <ul style="list-style-type: none"> <li>• To reduce discomfort, tightness, or muscle fatigue, stop what you are doing and take a few minutes to stretch.</li> <li>• Stretch regularly throughout the day for maximum benefit.</li> <li>• Complete each stretch slowly and gently.</li> <li>• You should not feel pain when you stretch.</li> <li>• If you have any medical conditions, check with your healthcare provider before beginning any stretch or exercise program.</li> </ul> <p><b>Supplemental Information:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Warm-up and Stretch</a></li> <li>• <a href="#">Talking Back: Stretching</a></li> <li>• <a href="#">Talking Back: Flexibility Training – Myths and Misconceptions</a></li> <li>• <a href="#">Ergonomic Breaks</a> (also in <a href="#">Spanish</a>)</li> </ul>

	Safety Topic	Supporting Content (available on State Fund's safety resource center, <a href="http://www.SafeAtWorkCA.com">www.SafeAtWorkCA.com</a> )
Topic 13	Bloodborne Pathogens	<p>Safety Resource: <a href="#">Bloodborne Pathogens: Protect Yourself</a> (also in <a href="#">Spanish</a>)</p> <p><b>Key Points:</b></p> <ul style="list-style-type: none"> <li>• Apply universal precautions and assume all bodily fluids may be infected with bloodborne pathogens.</li> <li>• Wear disposable gloves (and other PPE as needed) when cleaning up bodily fluids or handling potentially contaminated linens.</li> <li>• Wash hands and other exposed skin thoroughly immediately after exposure.</li> <li>• Never reach your hands into trash containers to retrieve items or tamp down contents.</li> <li>• Never pick up broken glassware or other sharps by hand.</li> </ul> <p><b>Supplemental Information:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Needlesticks and Sharps-Related Injuries</a> (also in <a href="#">Spanish</a>)</li> <li>• <a href="#">Bloodborne Pathogen Standard for Housekeepers (Cal/OSHA)</a> (also in <a href="#">Spanish</a>)</li> </ul>

*The above evaluations and/or recommendations are for general guidance only and should not be relied upon for medical advice or legal compliance purposes. They are based solely on the information provided to us and relate only to those conditions specifically discussed. We do not make any warranty, expressed or implied, that your workplace is safe or healthful or that it complies with all laws, regulations or standards.*

For more information, visit: [www.SafeAtWorkCA.com](http://www.SafeAtWorkCA.com)