



Training Solutions, Delivered!

LAUNDRY ROOM SAFETY

**Leader's Guide, Fact Sheet
& Quiz**

Item Number: 4078
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This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

4078 LAUNDRY ROOM SAFETY FACT SHEET

LENGTH: 11 MINUTES

PROGRAM SYNOPSIS:

There are many safety considerations in a laundry facility that employees need to be aware of to reduce the risk of injury. This program addresses machine guarding, safe lifting, heat-related concerns and others. It provides laundry workers with an overview of their safety responsibilities and outlines techniques designed to minimize potential risks.

PROGRAM OBJECTIVES:

After watching the program, the participant will be able to explain the following:

- What hazards to look for when using chemicals in a laundry room;
- What to work safely around moving machinery;
- How to prevent laundry room fires;
- What safe lifting techniques to use when lifting.

INSTRUCTIONAL CONTENT

SAFETY IS EVERYONE'S RESPONSIBILITY

- Safety is everyone's responsibility regardless of what part of the facility you work in. A laundry facility is no different. There are potential safety hazards and concerns in the laundry facility that you need to be aware of.
- Everybody wants and deserves a safe and accident free work environment, but it takes teamwork and paying attention to safety to reach this goal. Your company has provided you with training and equipment to perform your job safely but safety is really up to you.
- You need to follow company policies and procedures on every job every day. If you do that, you'll be doing your part helping to reduce accidents and injuries in the workplace.
- The laundry room is full of activity and you are busy doing your job, but safety is part of that job. You owe it to yourself, your family and your co-workers, regardless of how busy you are; you cannot afford to disregard safety rules. They're there for your protection.
- You may notice a safety hazard in your workplace and think it's no big deal because someone else will report it, not true. It's your responsibility to report hazards immediately to your supervisor so corrective action may be taken before an accident or injury occurs.

CHEMICAL SAFETY

- Chemicals are a vital part of any laundry operation. Without them, laundry could not be effectively cleaned.
- When working with or around any chemical, you need to take precautions. If you follow these precautions, the chemicals you work with are perfectly safe but you may need to wear personal protection equipment such as gloves in order to ensure your safety.
- How do you know what kind of protection is required for each chemical? The answer is Material Safety Data Sheets or MSDS.
- The MSDS contains all the information you need to know about any chemical you work with, such as ingredients, hazards, first-aid, personal protective equipment and more.
- If you are unsure about a chemical, ask your supervisor for the MSDS. You can never be too safe or too informed about the chemicals that you work with.
- Laundry is sent to you from different departments, throughout the facility, housekeeping, the kitchen and others. Each of these departments uses different chemicals in the performance of their job responsibilities.
- You need to be aware of what chemicals are on what items before you launder them. Some chemicals when mixed together can be quite deadly.
- Ammonia and bleach when mixed together form a deadly combination of chloramine gas. Chloramine gas can kill you. Never mix bleach and ammonia.

- Stain removers and certain detergents can also be a hazard; that's why it's vital to your safety and the safety of those around you to always read the labels and the MSDS sheet for each chemical that you use and always wear the required personal protection equipment. You can't afford not to.

WORKING SAFELY AROUND MOVING MACHINERY

- Movable machinery can also be a hazard if safety precautions are not followed. Never, under any circumstances, put your arms, hands or other body parts in moving machinery.
- Moving parts of machines must be equipped with machine guarding to protect employees. Machine guarding covers dangerous moving part, but it only works if installed and maintained.
- Never remove or disable any guard on any machine; if you notice a damaged or missing guard, notify your supervisor immediately.
- Guards may have to be removed to perform routine maintenance. In this case, the machine will be locked out and tagged to prevent anyone from operating the machines when the guards are removed. Only authorized personnel are allowed to remove locks and tags.
- Loose-fitting clothing and jewelry should not be worn around machinery. Loose sleeves or a necklace might get caught in the machine or into moving parts and could cause great physical harm. No loose clothing or jewelry.

PROPER VENTILATION

- Another important safety consideration is proper ventilation. There is a lot of heat and humidity in the laundry room and without proper ventilation mold and mildew can accumulate.
- Ventilation also keeps the heat down and makes your facility a more comfortable place to work.

FIRE PREVENTION

- Lint fires can be catastrophic, yet they're quite easy to prevent. Clean the lint filter often and remove all of the lint. Excess lint build up combined with the high temperatures produced by commercial drying equipment are a recipe for disaster.
- Make sure all lint traps are clean, not only is it good fire prevention, its good common sense. Laundry will dry much quicker in a dryer with a clean trap.
- You also need to know the location of all fire extinguishers in your work area as well as emergency evacuation procedures in case of fire or other emergency situations. If an emergency situation occurs remain clam and follow your company's plans and procedures.

SAFE LIFTING PROCEDURES

- You've probably heard it a million times, bend your legs not your back. The reason you've heard it so much is back injuries are painful and debilitating and a serious back injury can prevent you from earning a living or enjoying your leisure time as you do now.
- Nobody wants a back injury. Never bend your back when lifting.
- Most laundry bins are designed so as the bin is emptied, the remaining load rises to make lifting easier. Never bend over and reach into a bin to lift anything.
- Your back is a complex and sensitive structure made up of vertebrae, discs and nerves. The discs are made of a soft jelly-like substance that act as shock absorbers between the vertebrae; bending over and lifting puts pressure on these sensitive discs and greatly increases the likelihood of an injury.
- Never twist while bending; this too can damage your back. You may twist or lift every day and you may never experience an injury or back problem, but if you continue to twist and lift sooner or later you will have a back injury.
- Instead of twisting, lift the item safely, pivot your feet then set the item down. It doesn't take any more time and it could prevent a great deal of pain and suffering.
- If an item is too heavy to lift on your own, ask a co-worker to help you; don't try to lift it yourself. You'll be sorry.
- You've been trained and taught proper lifting procedures, but it's your responsibility to lift safely, nobody can do it for you; it's your decision. Make the right choice, the safe choice.

CONCLUSION

- Keep in mind that you're handling chemical and dirty laundry as you do your job. For this reason, you must always wash your hands thoroughly before touching or eating food. Remember, wash your hands.

- We couldn't possibly cover every safety hazard you may encounter on the job; that's why it's up to you to pay attention to safety and do your part to reduce accidents and injury.
- You work in the facility every day and no one knows your job better than you. The training you've received should help you perform your job in a safe manner, but it's really up to you.
- Obey all posted warning signs, read and follow all instructions on chemical labels and MSDS sheets, lift safely, report hazardous conditions to your supervisor so they can be corrected, but most of all use your common sense and good judgment and make yourself personally responsible for a safe and accident free-workplace.

LAUNDRY ROOM SAFETY

ANSWERS TO THE REVIEW QUIZ

1. c

2. a

3. b

4. b

5. a

LAUNDRY ROOM SAFETY
REVIEW QUIZ

The following questions are provided to determine how well you understand the information presented in this program.

Name _____ Date _____

1. When ammonia and bleach are mixed together, they form a deadly combination of _____ gas.
 - a. Radon
 - b. Formaldehyde
 - c. Chloramine

2. You should never remove or disable the guard to any machine.
 - a. True
 - b. False

3. All employees are allowed to remove locks and tags from machines once service is complete.
 - a. True
 - b. False

4. You should only bend your back when lifting things out of a laundry bin when you cannot reach the laundry without doing so.
 - a. True
 - b. False

5. Keeping lint traps on dryers will make laundry dry _____.
 - a. Quicker
 - b. Slower