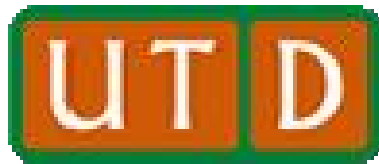


The University of Texas at Dallas Custodial Personnel Safety Manual



CUSTODIAL PERSONNEL SAFETY RULES

I. PURPOSE

For the safety of custodians who often handle potentially hazardous materials and work in sensitive areas, the following rules and procedures have been instituted.

II. PROCEDURES

- A. Do not mix cleaning solvents.
- B. Limit cleaning in laboratories to emptying trash and sweeping. There should be no mopping.
- C. Do not clean refrigerators or freezers of experiments.
- D. Do not store items in fire hose cabinets, fire extinguisher cabinets, or in stairwells.
- E. Immediately report to the University Police all accidents resulting in chemical spills in laboratories.
- F. All custodial personnel will be trained regarding special hazards in buildings to which they are assigned.
- G. All personnel will wear gloves when cleaning labs.
- H. All personnel should practice the following safe-lifting procedures:
 - 1. Keep feet apart
 - 2. Keep back straight
 - 3. Tuck your chin in
 - 4. Grip object with the whole hand
 - 5. Tuck elbows and arms in
 - 6. Keep body weight directly over feet.