



UNC
ENVIRONMENT,
HEALTH & SAFETY

Job Safety Analysis

Safety Information for The University of North Carolina at Chapel Hill

JOB SAFETY ANALYSIS TOPIC:

Mopping



Title	Work Task	Hazards	Controls
Preplan the work	<p>Gather proper equipment (mop, mop bucket, chemicals)</p> <p>Gather Proper PPE for the job and inspect it (gripper shoes, gloves, safety glasses)</p> <p>Determine location for where mopping will begin and end</p>	<p>Improper tools</p> <p>Improper PPE inspection/selection</p>	<p>Using improper equipment can lead to ergonomic issues that can lead to injury</p> <p>Improper PPE use and inspection can lead to unnecessary hazards created by wrong PPE or faulty PPE</p> <p>Determining work location will allow for the employee to mop an entire area and exit safely without walking on the wet floor</p>
Before the job	<p>Don necessary PPE</p> <p>Fill up mop bucket and add necessary chemicals</p> <p>Place wet floor signs throughout work area to warn building occupants</p>	<p>Improper Donning</p> <p>Improper Mixing</p>	<p>Improperly donning or not donning PPE can lead to an unnecessary exposure. Ensure all PPE is on correctly and passed inspection</p> <p>Improper mixing can lead to unnecessary exposure depending on the chemicals</p>

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Title	Work Task	Hazards	Controls
Mopping	<p>Begin mopping at the area furthest from the exit</p> <p>Move the mop side to side with continuous pressure and wring out in the bucket to ensure dirt is removed from mop</p> <p>Continue mopping until you are to your predetermined exit</p>	<p>Slips, Trips, and Falls</p> <p>Ergonomic hazards</p>	<p>Work backwards towards the exit to avoid walking in the wet areas</p> <p>Take necessary breaks to stretch and change positions to avoid overworking certain areas</p>
Clean Up	<p>Drain bucket and wring out mop</p> <p>Properly store equipment and chemicals after they are cleaned</p> <p>Clean and store PPE properly</p>	<p>Improper storage of PPE and Chemicals</p>	<p>Have a predetermined storage location for equipment and reusable PPE</p>
Training	<p>Employees must have hands on training in the proper use of this piece of equipment.</p>	<p>Supervisor is to fill out the turn in the form to UNC-CH 'Supervisor Led Training Form' and Environment, Health and Safety for documentation of proper training</p>	

Created By	Cory Kirkland, Facilities Safety Officer		
Referenced Material	University SOP's and Janitor University SOP's		
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