

Standard Operating Procedure (SOP)

Compliance with Safety and Health Regulations During Cleaning

This SOP establishes guidelines for **compliance with safety and health regulations during cleaning** activities, emphasizing proper use of personal protective equipment, safe handling and storage of cleaning chemicals, adherence to ventilation requirements, and protocols to prevent slip, trip, and fall hazards. The goal is to maintain a safe environment for cleaning personnel while ensuring adherence to all relevant occupational safety and health standards.

1. Purpose

To outline procedures ensuring safety and regulatory compliance during cleaning tasks.

2. Scope

This SOP applies to all personnel engaged in cleaning activities within the facility.

3. Responsibilities

- **Supervisors:** Ensure all cleaning staff are trained and compliant with this SOP.
- **Cleaning Personnel:** Follow the procedures outlined and report hazards or incidents promptly.

4. Procedure

1. **Personal Protective Equipment (PPE):**
 - Wear appropriate PPE including gloves, masks, goggles, and non-slip footwear as required.
 - Inspect PPE before use and replace damaged equipment immediately.
2. **Handling and Storage of Cleaning Chemicals:**
 - Read and understand Safety Data Sheets (SDS) for all chemicals before use.
 - Store chemicals in designated, labeled storage areas away from heat or open flames.
 - Follow proper dilution and handling procedures as per manufacturer's instructions.
3. **Ventilation Requirements:**
 - Ensure cleaning areas are well-ventilated. Open windows or use exhaust fans where necessary.
 - Do not use chemicals that emit harmful fumes in confined or poorly ventilated areas.
4. **Prevention of Slip, Trip, and Fall Hazards:**
 - Use "Wet Floor" signs when mopping or during spills.
 - Keep walkways clear of equipment, cords, and debris.
 - Report and address floor damages or uneven surfaces promptly.
5. **Emergency Procedures:**
 - Know the location of emergency exits, eyewash stations, and first aid kits.
 - Report all accidents, exposures, or safety incidents immediately to supervisors.

5. Training

All cleaning staff must receive initial and periodic refresher training on safety procedures and hazard communication.

6. Recordkeeping

Maintain records of training, safety inspections, and incident reports for regulatory compliance.

7. Review and Updates

This SOP is to be reviewed annually or after significant changes to cleaning procedures or regulations.