Safety Orientation

Each year in California, over 4,000 janitors suffer on-the-job injuries and illnesses and need to take time off work. Many of these injuries and illnesses are preventable.

This safety orientation is designed to spark discussion about workplace health and safety and to encourage both management and employees to make janitorial work safer. The picture below summarizes some of the hazards in the janitorial industry and some of the injuries and illnesses that could result:

**ERGONOMIC HAZARDS:** Repetitive tasks like mopping and wringing can cause aches, pains, and numbness in the neck, arms, and hands. Lifting heavy items can strain the back.

**SLIPS AND FALLS:** Wet floors and uneven carpets can cause slips and falls, which can result in broken bones, sprains, and other injuries.

**ROBBERIES AND ASSAULTS:** Janitors working alone at night may face special risks.

**ELECTRICAL HAZARDS:** The presence of water combined with the use of electrical equipment can cause electrical shock.

**CHEMICAL HAZARDS:** Toxic chemicals found in cleaning and other products can cause eye irritation, skin rashes, coughing, dizziness, and more serious illnesses.

---

**Discussion Questions for Management & Employees**

1. Can you think of other hazards in your workplace?

2. What should you do if you experience these (or any other) health symptoms?
Instructions: To prevent injuries and illnesses on the job, each employee should receive a safety orientation before beginning work. The checklist below summarizes the topics that are usually covered in the safety orientation.

The employee (name) ________________________________ has been:

☐ Informed about the elements of the company’s written safety program.

☐ Informed about the regular safety meetings.

☐ Told to immediately report all injuries and shown how to do this.

☐ Informed about hazards and how to protect themselves (chemicals, slippery floors, ladders, etc.).

☐ Shown where the first aid supplies are located and whom to contact for first aid.

☐ Shown where the fire extinguisher is located and how to operate it.

☐ Told what to do during any emergencies that might occur.

☐ Informed of and trained on chemical hazards according to the Cal/OSHA Hazard Communication standard training requirements, including what an MSDS is, how to read a label, and what precautions to take.

☐ Trained on safe methods for performing the specific job the employee was assigned, including any hazards associated with that job, such as heavy or repetitive lifting, stripping floors, cleaning toilets, etc.

Supervisor: ________________________________ Date: ____________________________

Employee: ________________________________ Date: ____________________________

Additional Trainings

As part of an on-going conversation on workplace health and safety, your supervisor will offer further trainings and materials on the following topics:

- Chemical Hazards
- Electrical Hazards
- Ergonomic Hazards
- Injuries on the Job
- Planning for Emergencies
- Robberies and Assaults
- Slips and Falls