

| LOCATION: | WRITTEN BY: | APPROVED BY: | DATE: | LAST REVISION: |
|-------------|-------------|--------------------------------------|--------------|----------------|
| All Schools | L. Carriere | Albert Jubinville Noreen Thompson | June 6, 2007 | July 30, 2020 |

| HAZARDS PRESENT: | ADDITIONAL REQUIREMENTS: |
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| <ul style="list-style-type: none"> Slip and fall, MSI-Muscle strain/back injury, Vibration exposure increases with prolonged use of swing machine. Electric shock Chemical exposure during pouring - splash | <ul style="list-style-type: none"> Nitrile disposable gloves Safety glasses/goggles/face shield Long pants Enclosed/nonslip footwear with rubber protective covers WHMIS training SDS for the products used |

| PERSONAL PROTECTION EQUIPMENT (PPE): | |
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|  Disposable nitrile gloves |  Regular Hand washing |
|  Safety glasses/goggles/face shield must be worn |  Long and loose hair must be tied back. Rings and jewelry (long necklaces/bracelets, etc.) must not be worn. |
|  Appropriate footwear must be worn. Shoes must be fully enclosed, slip resistant footwear with overshoe covers. No open-toed shoes. |  Long pants must be worn while stripping. |

| SAFE WORK PROCEDURE |
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| <p>PRE-OPERATIONAL SAFETY CHECKS:</p> <ol style="list-style-type: none"> Check all equipment for frayed wires, loose plugs. Make sure plugs are grounded. Ensure all machines are in good working condition. Place caution signs and barricades in required work areas. Ensure all PPE is in good condition. Don prior to starting work with chemicals. Ensure the spigot on the stripper box, is fully seated/attached/secured to the funnel on the bag. Hazard: if the spigot is not secured it can come off when pouring causing a serious spill or injury. <p>PROHIBITED ACTIVITIES:</p> <ol style="list-style-type: none"> Do not leave equipment unattended. Do not use one hand to run the swing (scrubbing) machine. Do not work alone while stripping. Do not leave the area with stripper on floor. Do not allow the stripper to dry on the floor. |

PROCEDURE:

1. Prepare area of floor to be stripped.
 - All furniture, etc. should be removed prior to starting stripping job.
 - Get help to move large or heavy objects or furniture. Remember to keep your back straight and use your weight to help slide objects rather than using only your arms.
 - Use lifting straps for heavier objects.
 - If lifting by hand, bend and push through your legs. Communicate the timing for the lift if lifting with another worker.
2. Scrape gum from floor, scrape corners to remove build-up.
3. Sweep the floor of debris and gum using a dust mop.
4. Tape off doorways and edges with plastic and tape.
5. Bring floor-stripping equipment to the area including floor scrubber, drive-block, stripping pad, doodlebug, scraper (putty knife), wet vacuum, stripping over shoes, bucket of clean rinse water treated with neutralizer (follow instructions on package for mixing), and mops.
6. Prepare stripping solution according to instructions on container. Refer to SDS.
 - Mix the stripper and cold water slowly in a mop bucket according to label instructions.
 - Fill bucket only $\frac{3}{4}$ full to reduce spills.
 - Buckets/mops should be labelled with chemical contents to identify what chemical is being used in the buckets.

Hazard: do not leave water/wax/stripper buckets unattended unless they are in a secured area with the door closed and locked. Wax and stripper products are hazardous chemicals and need to be kept out of reach of untrained staff/children.

7. Spray baseboards and edges with baseboard stripper. Scrub with a white pad and rinse.
8. Scrape finish from the edges, if needed.
9. Using a mop and starting at the back of the room or area, apply stripper (flood mop technique) and work backward towards the door so that your footing is always on dry floor. Work in small sections only. Do not apply to entire rooms.

Note: if you cover too big of an area, the stripper will dry onto the floor.

Hazard: never walk on fresh applied stripper. Stripper is very slippery and will almost always result in slip and falls, resulting in chemical burns and fall injuries.

10. Allow the stripper to dwell 10-15 minutes, and then begin scrubbing. Do not allow stripper to dry on the floor. Note: if you don't allow enough dwell time then you will leave patches of finish.
11. Ensure the appropriate stripper pad is used. Ensure the pad is in good conditions, is clean and is seated correctly under the swing (scrubber) machine. No other pad substitutions are allowed.

Caution: never put stripper in the solution tank of an auto-scrubber machine. This can damage the equipment.

12. Scrub area starting at the front of the section or door to the room. Work a path to the back or the area, working back and forth so that you end up back at the front or door. Walk where you scrub. Flip or change the pad when it becomes clogged.

Note: if you continue to use a clogged pad, patches of finish will be left on the floor.

Hazard: Walk only on the scrubbed floor. **DO NOT** walk on fresh applied stripper. Doing so will result in slip and falls and possible chemical burns.

13. When using the swing machine, grip the handle with a light grip, control side-to-side direction by raising or lowering the handle slightly. Move your feet to move with the machine to avoid repetitive twisting or overreaching.
14. Move the machine slowly and overlap each pass.
15. Repeat steps 12 – 14 to remove the remaining wax from the floor.
16. Scrap the edges and other areas such as doorframes to remove any wax or other debris with a retractable scraper if needed.

17. After completely removing the old wax from the floor, vacuum the stripper off the floor with a wet vac. Use a hand squeegee to pull the stripper away from the wall area.
18. Rinse floor with water/neutralizer solution to completely remove any leftover stripper and wax, changing rinse water often frequently and when dirty. Clean the mop and bucket after every daily use.

Note: if you do not rinse with clean water, the finish will peel up from the floor.

19. Allow floor to "air dry". Return equipment that will not be used for waxing procedure, to storage area.
20. When the floor is dry, wax the floor (see SWP for Waxing floors).
21. When wax is dry return all furniture and other equipment back to their original places.

HOUSEKEEPING:

1. Ensure equipment is off.
2. Remove scrubbing pad and rinse for storage. Store wet pads in a plastic bag.
3. Wipe the base of swing (scrubber) machine to remove any splashed stripper.
4. Clean the cord with a damp rag to remove any stripper.
5. Empty vacuum and rinse out attachments with water for storage.
6. Place all materials in their proper storage areas.
7. Ensure the equipment is safe, clean and tidy before you leave it.

REGULATORY REQUIREMENTS

- WS&H Act W210, Section 4, 5, 7, 7.1
- Mb. Regulations 217/2006,
 - Part 2, Section 2.1 Safe Work Procedures
 - Part 6, Section 6.1 PPE
 - Part 35, Workplace hazardous Materials Information System WHMIS
- Manufacturer's instructions for use of stripper
- Butchers - The art of floor care.