

 DALHOUSIE UNIVERSITY Facilities Management Water Bucket Use Safe Work Instructions	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> January 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>
Service: Environmental Services	Shop: Custodial	
Hazards Identified: Fumes, hazardous cleaning products, heavy lifting, slippery floors hot water, poor lifting technique, over exertion		
Personal Protective Equipment Required: Safe footwear, safety gloves, safety glasses		
Training Required: Proper Lifting Techniques WHMIS		

These safe work practices must be followed at all times and are to be reviewed annually.

1. Only properly trained employees are to use this equipment.
2. The required PPE must be worn at all times.
3. If a floor drain / sink is not available:
 - a. place your bucket on the floor near the sink and use a hose attached to a tap to fill the bucket; or,
 - b. put the bucket in the sink and fill it to a level where it is still easy to lift and place on the floor; and,
 - c. fill the bucket to the desired level using a smaller container.
4. Do not over fill buckets.
5. Fill a bucket to a level that allows you to carry the bucket easily and without creating excessive contact pressure on the hand.

6. Increase the diameter of the handle on the bucket bail or add padding to gain a better grip and reduce pressure on your hand.
7. Wear work gloves to help improve your grip on a bucket handle.
8. Follow proper lifting techniques when lifting buckets of water.
9. Always use both hands when lifting a bucket by grasping its rim.
10. Grasp opposite sides of the bucket rim to ensure the load is stable.
11. Keep your elbows at or near your sides when lifting.
12. Lift using your legs.
13. When ever possible, use a cart to transport buckets of water.
14. Alternate hands when carrying a bucket of water any distance.
15. Place the bucket on the floor in order to change hands.
16. Always use a floor drain, when available, to dump water from a bucket.
17. Consider emptying the bucket of water into a toilet before using a sink.
18. If you must dump a bucket of water in a raised sink:
 - a. use a small container to remove a significant amount of water from the bucket so that it is easier to lift.
 - b. lift the less full bucket from the floor, or cart, to the edge of the sink or counter
 - c. us the edge of the sink or counter as a pivot point, tilt the bucket slowly and empty it in the sink.
19. If the bucket is equipped with a wringer, remove the wringer unit to reduce weight before lifting the bucket.