

**Policy & Procedure Manual**

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## **WASHROOM CLEANING GUIDELINES HR-XI-32**

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### **POLICY**

Options Northwest is committed to the health and safety of all employees and in accordance with Ontario regulation 480/24: bathroom cleaning-records of cleaning made under the occupational health and safety act.

### **PURPOSE**

To ensure all washroom facilities are kept clean as often as required to meet the legislative requirement to keep the washroom clean and sanitary at all times.

### **PROCEDURE**

1. All washrooms will be kept in a clean and sanitary condition at all times. This will include the cleaning of all fixtures, floors, walls and high touch surfaces such as door handles as often as is necessary. The garbage should also be emptied and disposed of appropriately as often as needed.
2. The employee or contractor cleaning the washroom shall wear the appropriate PPE as indicated in the Safety Data Sheet for the product used and follow the directions for use for each product.
3. Each cleaning will be documented on a form kept in the washroom for easy access. The supervisor and health & safety representatives will be responsible for ensuring the checklists will be available in each washroom. See appendix A.

**RECOMMENDED BY:** Manager, Human Resources

**APPENDICES:** 1

**OPERATIONAL ACCOUNTABILITY:** Administration, Finance, Human Resources, Community Services Administration

**ORIGINAL POLICY DATE:** N/A

**AUTHORIZED BY:** Executive Director

**SIGNATURE:**



## Washroom Cleaning Sign-Off Sheet

LOCATION:

[illegible]