

# Standard Operating Procedure

## Use of wet floor signs

**HAZARDS:** Slip, trip or fall

### WARNING NOTICE:

Always ensure that you visually check surroundings of area for any hazards prior to commencement of the task (spills, cellophane sheets on the floor etc.). Ensure that that wet floor signs are used and when task complete wait until the floor is completely dry before removing signs.

### PURPOSE:

Effective usage of Wet Floor signs and to ensure safety of all stakeholders

### EQUIPMENT / MATERIALS:

- Wet floor signage



**Wet floor signage:**  
A-Frame



**Wet floor signage:**  
Cone

### PROCEDURE:

- Visually check surroundings of area before commencement for slip or trip hazard
- Ensure that a correct posture is adopted during all manual handling activities
- You must place a wet floor signage immediately if you identify a spill and leave the signage erected until the floor is completely dry
- Place signs prominently so that the persons will see them prior to entering wet floor areas.
- Place signs on both sides of a wet floor/spill. Alternatively you may form a triangle around the hazard area
- If the wet floor is near a blind corner, place the sign on the other side of the turn, as it will warn the personals of the hazard.
- Make sure signs are also visible on security cameras. If a person falls in an area where a Wet Floor sign was present, then you will be able to prove that you took the safety precautions to avoid an injury or an incident.
- Always ensure that you follow and complete the wet weather procedures. Keep a wet floor sign at each entrance

### HOW MANY SIGNS ARE ENOUGH?

- The correct number of signs to use will vary depending on the floor area, number of entrances the building or by the size of the spill
- Have enough wet floor signs for all entrances (this is important especially when it is raining outside – each doorway may have water tracked in).

- After mopping, keep at least one sign for each bathroom, and at least three for the kitchen area.
- You may need a sign at a back door, near dishwashing, and mopping areas.
- Keep a few additional signs stored just in case. If you do have enough wet floor signage, please notify your Supervisor or Client Relationship Manager

**SAFETY:**

- Complete your daily checklist or cleaning scope or / schedule assigned to the shift. Ensure that you monitor your floor areas for any spills or wetness throughout the day.
- A-Frame signs can easily tip over and present a trip hazard. Keep those signs, if your store is equipped, away from the foot traffic areas.
- ARA cleaner who service Shopping Centres must take reasonable precautions to ensure that the Shopping Centres floor is maintained at a high level, so that so that customers are not injured when they are shopping.
- Customers often slip, fall or trip on unseen objects, transparent food wrappings and spilled liquids particularly around the common areas, food courts and especially in wet weather.
- Reports hazards to your Client Relationship Manager immediately
- Update and maintain the spill register if provided by the client
- Prior to performing external cleans, ensure that to use appropriate signage and barricade the areas restricting access to the work area.