



Employee Training Manual: Health, Safety, and Use of PPE

Objective

To train staff on proper health and safety practices while on the job—including the correct use of personal protective equipment (PPE)—to prevent injuries, avoid illness, and ensure a safe work environment for both employees and customers.



Core Principles

- Safety comes first—before speed, convenience, or even customer preference.
- PPE is mandatory when handling chemicals, bodily fluids, or animal waste.
- Know your physical limits—do not lift or move anything that feels unsafe.
- If something seems hazardous, stop and call your manager immediately.



Required PPE for Cleaning Tasks

- ✓ Nitrile or latex gloves (use a new pair per job or task zone)
- ✓ Face mask (optional but recommended around strong fumes or dust)
- ✓ Safety glasses (recommended for scrubbing or spraying chemicals)
- ✓ Closed-toe shoes with rubber soles (required)
- ✓ Long sleeves or arm protection when using harsh cleaners or tools



Step-by-Step: Health & Safety Best Practices

Wash Hands Frequently

Before, during (when changing tasks), and after each job. Use soap and water or hand sanitizer.

Wear Gloves at All Times

Always wear gloves when cleaning kitchens, bathrooms, pet messes, or handling trash.

Check for Hazards on Arrival

Scan for wet floors, loose cords, broken glass, or animals. Report anything dangerous immediately.



Lift With Care

Use proper lifting technique: bend your knees, not your back. Don't try to lift furniture or heavy items alone.

Label and Store Chemicals Safely

Use clearly labeled bottles. Never mix cleaners—especially bleach and ammonia.

Use Ventilation

Open windows or use fans when using strong products. Step outside if you feel lightheaded.

Clean and Dispose of PPE

Dispose of gloves after each job. Clean reusable gear like goggles or masks before reuse.

Pro Tip to Elevate the Experience

Clients appreciate seeing you use PPE—it shows professionalism and reassures them that their home and your health are taken seriously.

Health & Safety Checklist

- Hands washed before and after each job
- PPE worn and replaced appropriately
- Hazards reported or avoided
- Chemicals used with proper labeling and ventilation
- No injuries or near misses during shift





Employee Training Manual: Responding to Workplace Injuries

Objective

To outline the steps employees must follow if an injury occurs while working—ensuring proper care, documentation, and reporting of all incidents.



Key Principles

- Always prioritize health and safety over completing the job.
- Report all injuries—no matter how small—to a supervisor immediately.
- Document the incident thoroughly with date, time, and photos if relevant.
- Seek medical attention when needed and follow all aftercare instructions.



What to Do If You're Injured on the Job

- Stop working and assess the injury.
- Notify your manager or supervisor immediately.
- If first aid is needed, use supplies from the company kit.
- For serious injuries, call 911 or go to urgent care immediately.
- Fill out an incident report form the same day.
- Follow up with your supervisor regarding next steps or modified duties.



Injury Response Checklist

- Injury reported promptly to manager
- First aid or medical care provided
- Incident documented with accurate details
- Photos taken (if applicable)
- Follow-up plan established





Employee Training Manual: Chemical Safety in the Workplace

Objective

To ensure the safe use, handling, and storage of cleaning chemicals during all job assignments—preventing accidents, exposure, and damage to surfaces or health.



Chemical Safety Principles

- Always read product labels before use.
- Never mix cleaning chemicals, especially bleach and ammonia.
- Label all spray bottles clearly with their contents.
- Use only company-approved products—no substitutions.
- Wear gloves and use eye protection when necessary.



Chemical Safety Best Practices

- Store chemicals upright and securely in your tote or supply area.
- Do not transfer chemicals to unlabeled bottles.
- Open windows or run fans when using strong chemicals.
- If a spill occurs, clean it immediately while wearing gloves.
- If chemicals get on skin or in eyes, rinse with water and seek help immediately.



Chemical Safety Checklist

- Products labeled and stored safely
- PPE worn when using strong cleaners
- No mixing of chemicals at any time
- Ventilation used during chemical application
- Emergency info available in case of exposure

