

SEGMENT QUESTIONS

Introduction

1. Name all the responsibilities that are involved in laundry operations.
2. What are some examples of safety concerns to watch for in the laundry?
3. What are the nine steps in the laundry cycle?

Producing Clean Linen

1. How is linen sorted?
2. What types of information are listed on a Material Safety Data Sheet?
3. What are some problems that can happen if linen gets the wrong wash formula?
4. What happens if a dryer is overloaded?
5. Give two reasons why it's important to clean out lint traps.
6. Why do you rotate linen?

Maintaining Work Areas

1. How does keeping your work area clean and neat make your job easier?

Preventive Maintenance

1. Why is it important that everyone work together to keep the laundry equipment in good condition?

SEGMENT ACTIVITIES

Introduction

Activity 1 - The Cycle of Operations (20 minutes)

- Take employees on a tour of the establishment, following the path that linen takes from sorting to storage to where it is used.
- Describe or ask employees to describe how the different types of linen are used and collected in each area. Answer any questions.

Producing Clean Linen

Activity 1 - Mix and Match (5 minutes)

- Collect a variety of linen and mix them together.
- Ask employees to sort the linen into proper categories and be ready to explain why they sorted as they did. Praise correct performance and offer suggestions to correct any errors.
- Review safety tips to use when sorting linen.

Activity 2 - Handling Bloodborne Pathogens (15 minutes)

- Review your establishment's policies on bloodborne pathogens and ask employees to demonstrate how they would handle a bloodborne pathogen situation.

Activity 3 - Finding Chemical Information (5 minutes)

- Show where Material Safety Data Sheets are located. Ask employees to find specific information on the sheets. For example, ask employees to find the necessary equipment or first aid procedures for specific chemicals, or how to use a specific material.

Activity 4 - Proper Folding (10 minutes)

- Give each employee one piece of each type of linen that your facility launders.
- Demonstrate or ask volunteers to demonstrate how to fold each piece for the employees. Ask them to practice folding as they watch the demonstration.

Activity 5 - Reclaim or Reject? (5 minutes)

- Choose several examples of damaged or stained items you would reclaim and several examples of damaged or stained items you would reject.
- Explain the differences between the reclaimable items and those that should be rejected.
- Hold up items and ask employees whether they should be rejected or reclaimed. Praise correct answers and offer suggestions to correct errors.

Maintaining Work Areas

Activity 1 - Keeping It Clean (5 minutes)

- Review your establishment's standards and procedures for keeping the work area clean and orderly.

Activity 2 - Lifting Safely (10 minutes)

- Describe safe lifting methods and ask employees to demonstrate with a number of heavy objects.

Preventive Maintenance

Activity 1 - Expert Advice (15 minutes)

- Invite your laundry equipment representative to talk to your employees and answer any questions about the proper care of machines.

Activity 2 - Asking for Help (10 minutes)

- Ask employees to describe common situations which require maintenance requests.
- Show the employees your maintenance request forms and ask them to fill out a sample request.
- Review the completed forms with the employees and point out any omissions or errors.

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