Housekeeping

Buddy Orientation Checklist

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| --- | --- | --- | --- |
| Job Duties | Date | Trainer’s Initials | Buddy’s Initial’s |
| **General:** |  |  |  |
| Review of Care Model |  |  |  |
| Show where to sign out needed keys and collect pagers/cell phone. |  |  |  |
| **Review Policy and Procedure manuals [list all that apply for your organization below are some examples]** |  |  |  |
| Show and explain resident room lists for bed changes. |  |  |  |
| Explain bed stripping/making procedure (SWPP) and rotation schedule. |  |  |  |
| Show laundry room and explain laundry procedures   * Explain how to use the machines * Explain chemicals used and PPE (chemical fast tags) * Explain folding procedure and proper body posture |  |  |  |
| Show staff housekeeping rooms and carts   * Explain where supplies are kept in room * Explain what supplies are on cart * Explain all chemicals used including what PPE is to be used with each * Show where MSDS sheets are kept, point out PPE requirement component |  |  |  |
| Explain the cleaning room schedule.   * Show and explain the cleaning standards * Show and explain chemicals used as well as required PPE for chemicals * Explain SWPP for cleaning tasks |  |  |  |
| Show common areas needing to be cleaned as well as going over job duties lists while in each area. |  |  |  |
| Go over project work lists and tasks.   * Moving in/out room cleaning. * Monthly cleaning duties. * Annual cleaning duties. |  |  |  |
| Collecting and throwing out garbage procedure (SWPP) |  |  |  |
| Responding to a Resident Emergency call procedure |  |  |  |
| Show where to find SWPP binder **(insert site specific SWPP)**   * **Working alone** * **cleaning** |  |  |  |
| **Occupational Health and Safety Procedures (list all that apply for your organization below are some examples)** |  |  |  |
| Go over Job Hazard Assessment in SWPP binder |  |  |  |
| First Aid procedures |  |  |  |
| Hazard Reporting process |  |  |  |
| Incident Reporting process |  |  |  |
| **Communication: [list all that apply for your organization below are some examples]** |  |  |  |
| * Residents |  |  |  |
| * Families |  |  |  |
| * Co-Workers |  |  |  |