











# Safe Work Instruction - Cleaning

**DO NOT UNDERTAKE THIS TASK UNLESS YOU HAVE BEEN INSTRUCTED IN ITS EXECUTION**

<b>TASK</b>	<b>BURNISHING (ELECTRICAL)</b>	
<b>SCOPE</b>	This SWI describes the process of burnishing floors using electrical burnishing machine	
<b>EQUIPMENT REQUIRED</b>	Burnishing machine	Burnishing pads
	Wringer bucket	Mop
	Broom or fringe mop	Safety signage
	Portable RCD	
<b>SUPPORTING REFERENCES</b>	SWMS – Cleaning – Common and Public Areas	

PPE REQUIREMENTS – Verify all PPE is in good condition prior to use									
Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Hygiene Controls	Hand Protection	Protective Clothing	Disposable Mask	Sun Protection
									
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>OTHER</b>									

KEY HAZARD AND RISK CONTROLS – Safety, Environment and General
<p><b>Safety</b></p> <ul style="list-style-type: none"> <li>Equipment to be checked before and after use and damage or unsafe condition to be reported</li> <li>Check power leads are not fraying and have a current test and tag</li> <li>Take regular breaks during burnishing</li> <li>Ensure room is well ventilated</li> <li>Do NOT smoke or allow naked flames or sparks</li> </ul>
<p><b>Environment</b></p> <ul style="list-style-type: none"> <li>Keep chemical use to a minimum</li> <li>Waste solution to be disposed of in sewage (toilet of cleaners sink)</li> </ul>
<p><b>General</b></p> <ul style="list-style-type: none"> <li>Ensure safety signage is clearly displayed</li> <li>Clean equipment and dry after use</li> </ul>

**BEFORE YOU START TAKE 5 FOR SAFETY**

<b>STOP</b> and think about the potential dangers of the task and work area	<b>LOOK</b> and identify new hazards, and report these to the manager	<b>ASSESS</b> the risk, consider any possible threats of damage or injury	<b>CONTROL</b> hazard with suitable control measure to reduce risk	<b>DO</b> the task and monitor hazards by keeping a look out for changes
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**STEP BY STEP GUIDE**

**Pre-Operation**

- Collect all equipment required from cleaner’s storage area or cleaner’s trolley
- Check condition of equipment for any damage or faults and current test and tag
- Review SDS of any chemicals to be used
- Conduct and pre-start requirements of cleaning machinery to be used – Follow **ALL** instructions
- Apply all required PPE and make sure it is in good working condition
- Place safety signage at all access points to notify other persons of task

**Instructions**

- Use portable RCD is available to plug cord into socket through
- Fill a bucket half-way with cold water and add cleaning solution. Damp mop area to be burnished
- Floors are to be inspected and floors cleaned to check they are dirt free. Floor must be completely dry
- Attach burnishing pads to machine
- Machine burnish, starting with the edges of floor, with the appropriate pad (dependent upon the amount of scuffing on the floor). Buffing of floor surface to be commenced by walking straight up and down the area to be buffed
- Keep a straight back when working to protect it from muscular strain
- Maintain control of the machine. If you have problems, let go of the machine and it will automatically stop

**Finishing Up**

- If necessary, dust floor to pick up debris that was loosened during burnishing
- Clean up after the burnishing and store equipment after it has been cleaned

**EMERGENCY REQUIREMENTS**

- Be aware of site emergency response provisions and first aid requirements

**FINAL CHECK**

- Are all work areas clean and tidy?
- Have you put all equipment and materials away neatly?
- Have you reported any near misses or incidents?