











Safe Work Instruction - Cleaning

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

TASK	BURNISHING (GAS)	
SCOPE	This SWI describes the process of burnishing floors using a gas burnishing machine	
EQUIPMENT REQUIRED	Burnishing machine	Burnishing pads
	Wringer bucket	Mop
	Broom or fringe mop	Safety signage
SUPPORTING REFERENCES	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"/>
OTHER									

KEY HAZARD AND RISK CONTROLS – Safety, Environment and General
Safety
<ul style="list-style-type: none"> • Equipment to be checked before and after use and damage or unsafe condition to be reported • When lifting heavy objects, ensure correct manual handling techniques • Take regular breaks during burnishing • Ensure room is well ventilated • Do NOT smoke or allow naked flames or sparks
Environment
<ul style="list-style-type: none"> • Keep chemical use to a minimum • Waste solution to be disposed of in sewage (toilet or cleaners sink)
General
<ul style="list-style-type: none"> • Ensure safety signage is clearly displayed • Clean equipment and dry after use

BEFORE YOU START TAKE 5 FOR SAFETY

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

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 (if electrical)
- Review SDS of any chemicals to be used
- Conduct and pre-start requirements of cleaning machinery to be used
- 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

- When transporting a propane powered floor care machine, the propane cylinder may be strapped onto the machine if the machine itself is firmly secured in the vehicle
- 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

- Turn off the LPG
- 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?