











Safe Work Instruction - Cleaning

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

TASK	CARE OF CLEANERS ROOM	
SCOPE	This SWI describes requirements for general care of cleaner's storage area	
EQUIPMENT REQUIRED		
SUPPORTING REFERENCES	Safety Data Sheets	

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER									

KEY HAZARD AND RISK CONTROLS – Safety, Environment and General
<p>Safety</p> <ul style="list-style-type: none"> Regular checks of equipment and electrical leads for any damage Always store equipment and chemicals neatly Do not move of lift objects that are too heavy
<p>Environment</p> <ul style="list-style-type: none"> Keep chemical use to a minimum Waste solution to be disposed of in sewage (toilet of cleaners sink) Turn of lights and power points when not in use and safe to do so
<p>General</p> <ul style="list-style-type: none"> Keep equipment and cleaning products off the floor where able to Provide sufficient ventilation to keep equipment and area dry Cleaners room to be identified with sign and locked where possible

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
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STEP BY STEP GUIDE

Pre-Operation

- Cleaners should have a designated storage area – ideally signed and lockable
- Check condition of floors, shelving, and storage area for any obvious damage
- Ensure access to the cleaner’s room is clear and unobstructed

Instructions

- Infectious cleaning equipment (Yellow) should be ideally isolated in a separate storage area (not cleaners’ room) such as a ventilated cupboard.
- All shelves and fittings to be sponged with disinfectant solution if required. Remove goods and equipment first
- PPE should be accessible and clearly labelled
- Where sinks are installed, drains shall be washed with appropriate disinfectant solution and rinsed
- Equipment and other items to be returned to room. Each item to be checked for wear and tear on return and any damage or defect noted and reported
- Report any low items of stock or equipment to allow for replenishments to be ordered
- Where practical, avoid any equipment standing on the floor. Hang mops, brooms, etc and store equipment on shelving. Keep floor clear and dry
- In storing equipment care should be taken to ensure driving heads and brushes are not still attached to machines and that mops and brooms are stored in an upright position
- All chemicals to be stored safety and Safety Data Sheets available
- All electrical power leads to be checked for fraying or exposed wires and have a current test and tag

Finishing Up

- Any Safety Notices to be prominently displayed

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?