











# Safe Work Instruction - Cleaning

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

<b>TASK</b>	<b>CARPET SHAMPOO</b>	
<b>SCOPE</b>	This SWI describes the method for carpet shampoo steam cleaning	
<b>EQUIPMENT REQUIRED</b>	Upright Vac	Hot water extraction machine
	Cleaning substances	Portable pre-spray unit
	Carpet Rake and kill odour	Dry cleaning fluid
<b>SUPPORTING REFERENCES</b>		

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 checked="" 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
<b>Safety</b>
<ul style="list-style-type: none"> <li>Always wear PPE as required</li> <li>Review Safety Data Sheet for any substances to be used</li> <li>Isolate and place safety signage at points of access</li> </ul>
<b>Environment</b>
<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>
<b>General</b>
<ul style="list-style-type: none"> <li>Use a portable RCD</li> <li>Always follow manufactures instructions</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

### 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 for any chemicals to be used and conduct assessment 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, or communicate isolation of area

#### Instructions

- Remove as much furniture as possible. Never lift more than you can comfortably manage.
- Place any mats to be cleaned on a hard surface and not on other carpet as bleeding and overspray may occur.
- If there is a bad odour and the source of the odour can be located, spray the affected area with kill odour. Follow instructions on label for dilution procedures. If odour is general, spray entire carpets and leave for 30 minutes
- If required, add antibacterial mixture to tank of extraction unit (as per manufacturer's instructions).
- Thoroughly vacuum all carpeted area with beater action vacuum cleaner.
- Make up shampoo solution in machine tank according to manufacturer's instructions.
- Use warm (not hot) water otherwise you will shrink the carpet.
- Mix solution in wet areas of premises so that any spills do not damage carpets etc.
- Mix traffic lane cleaner into portable spray unit.
- Pre-spray two rooms in advance of shampoo process.
- Shampoo/Scrub carpet concentrating on dirty and heavy wear areas. Do not go over wet any carpet area.
- Often pre-spray will be enough to achieve a quality result.
- Extract from carpet.
- Use at least two strokes with wand of machine so that carpet is left as dry as possible.
- Work in a regimented pattern so that all areas are cleaned as described.
- Dirty water to be disposed in cleaner's sink, laundry tub or toilet bowl.
- Avoid placing machine on carpet where possible, as dripping may stain carpet.
- When not in use always turn wand upwards to avoid dripping on to carpet (drips and spills of solution may cause staining in carpet when not extracted immediately).
- Do not place where someone could trip over it.
- Check all areas for hard to remove stains and treat area and report.
- Rake carpet over if it is high pile.

#### Finishing Up

- Replace any furniture or moved items and ventilate rooms, using fans where needed

#### 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?