











# Safe Work Instruction - Cleaning

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

<b>TASK</b>	<b>CARPET AND UPHOLSTERY STAIN REMOVAL</b>	
<b>SCOPE</b>	This SWI describe the removal of non-stubborn stains from carpet and upholstery	
<b>EQUIPMENT REQUIRED</b>	Paper towels	Scraper
	Cleaning cloths	Sponge
	Bucket	
<b>SUPPORTING REFERENCES</b>	SWMS – Cleaning – General 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
									
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<b>OTHER</b>									

KEY HAZARD AND RISK CONTROLS – Safety, Environment and General
<b>Safety</b>
<ul style="list-style-type: none"> <li>• Ensure correct PPE is worn when using chemicals</li> <li>• Avoid awkward or comfortable postures, move feet</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>• 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
- Review SDS of any chemicals to be used
- Wash hands and apply all required PPE, making sure it is in good working condition

**Instructions**

- Use scraper to remove thick or sticky soils and wipe up residue with a dry or moistened cloth
- Use cloth to pick up dry, loose soils, then pour a little water onto the stain and blot up the liquid using a paper towel. For substantial liquid spills blot up as much as possible with absorbent material and then wipe with nominated cloth
- Always use the simplest methods first. Most spills can be removed with water or a mixture of a recommended remover and water. Always try the solution on a small area first
- Always work in a circular motion, starting outside the stain and working inwards
- Apply the solutions onto the surface stain directly unless it is dry cleaning solution – this should be put on the cloth and then gently applied to the surface area
- After removing spot or stain, sponge the area with clean water and blot as dry as possible with absorbent material
- Brush the carpet pile in the same direction as the rest of the carpet
- Dry as much as possible using a paper towel and rolled up dry cloth. Cover the damp area with a piece of furniture to prevent it being walked on
- When the origin of the stain or spillage is known, consult list of recommended materials to be used for the liquid or substance concerned

**Finishing Up**

- Stubborn stains should be reported
- Wash and rinse all equipment used

**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?