











Safe Work Instruction - Cleaning

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

TASK	CHEMICAL SPILL CLEAN UP	
SCOPE	This SWI describes the process and guidance on the clean-up of chemical spill	
EQUIPMENT REQUIRED	Mop and Bucket	
	Chemical Spill Kit	
SUPPORTING REFERENCES	SWMS – General – Hazardous Substances and Chemical Use	

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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OTHER	As required by chemical Safety Data Sheet								

KEY HAZARD AND RISK CONTROLS – Safety, Environment and General
Safety
<ul style="list-style-type: none"> Always use PPE as recommended on the Safety Data Sheet Clean up spills straight away – they can create a slippery surface Always follow instructions on Safety Data Sheet
Environment
<ul style="list-style-type: none"> Restrict spills from waterways
General
<ul style="list-style-type: none"> Always use chemicals for intended use only

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

Is this an emergency? Is there fire? Call 000 Is there odour? If there is odour – do not proceed.

Call the Site Manager and execute Emergency Response

- Get help for all but very minor spills
- 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
- Place safety signage at all access points to notify other persons of task

Instructions

- Identify the spill to the greatest extent possible. Do so without being at risk. This includes Identifying:
 - The type of material spilled
 - The size of the spill and whether the leak has stopped
 - Whether two potentially incompatible chemicals have mixed
- Ensure area is cleared and prevent unauthorised access
- If it safe to do so stop the leak or source of the spill. If unsafe to stop the leak notify the Site Manager and ensure the area is clear (evacuate if required). Evacuation will depend on type and size of the spill. Workers and other person in the immediate area should be advised to prevent slipping incidents
- Access the spill-kit and stop the spill from spreading by using the spill kit/containment
- Cover the spills with an absorbent material and clean up the spill. Dispose of soiled solutions correctly; buckets should be emptied into sewerage drains not storm water drains and strong chemicals should be diluted or neutralized first. Always have a current copy of the SDS and read it. If it is over 5 yr. old, it is out of date

Finishing Up

- Wash the affected area and PPE with an appropriate cleaning solution
- Dispose of waste or arrange for pick-up of the waste material

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?