











Safe Work Instruction - Cleaning

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

TASK	CLEANING MOULD FROM SURFACES	
SCOPE	Process for removal of surface mould in areas such as bathrooms and general facilities.	
EQUIPMENT REQUIRED	Microfiber Cloth	Cleaning Solution
SUPPORTING REFERENCES		

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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OTHER	Protective clothing is recommended								

KEY HAZARD AND RISK CONTROLS – Safety, Environment and General
Safety <ul style="list-style-type: none"> Ensure that Safety Data Sheet is available and current Always wear PPE and check it is fit for purpose before use
Environment <ul style="list-style-type: none"> Keep chemical use to a minimum Waste solution to be disposed of in sewage (toilet of cleaners sink)
General <ul style="list-style-type: none"> Seek specialist help and advice if unsure if not just surface mould Do not abrasively clean mould from a surface, such as with a dry brush

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

- 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

- Ensure that affected area is free from other persons and hazards
- Put on required PPE, including P2 disposable mask, gloves, and safety glasses.
- Open any windows for ventilation is possible
- Wipe clean affected area using the microfiber cloth and Chloradet solution

Finishing Up

- Allow wiped area to dry
- Place any used rags in a bag and dispose of, along with any disposable masks and gloves
- For any valuable items that have been mould affected, seek specialist advice

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?