











Safe Work Instruction - Cleaning

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

TASK	CLEANING AND DISINFECTING CLEANING EQUIPMENT	
SCOPE	This SWI describes the process for cleaning and disinfection cleaning equipment to prevent the spread of viruses (including COVID-19)	
EQUIPMENT REQUIRED	Cleaning cloths	Cleaning Equipment to be cleaned
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
									
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OTHER	As per chemical Safety Data Sheet or Cleaning Equipment Manual								

KEY HAZARD AND RISK CONTROLS – Safety, Environment and General
Safety
<ul style="list-style-type: none"> Always wear correct PPE Wash hands regularly – especially after removing PPE
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"> Do not attend work if not feeling well – STAY AT HOME Maintain general housekeeping – keep equipment in good working conditions

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

Instructions

- Use good hand hygiene and common sense. Wear gloves and do not touch your face (mouth, nose, eyes) with your hands. Frequently wash your hands with water and soap for at least 20 seconds especially after removing your gloves. Have alcohol-based hand sanitizer available for times when soap and water are not available. Use PPE that is appropriate for the job and required for the equipment and chemicals you use
- For all commercial cleaning equipment, consult the user manual or manufacturer for daily, weekly, and monthly requirements and procedures.
- Clean tanks, filters, hoses, brushes, etc. based on recommended schedules. Use chemicals and procedures that are approved by the manufacturer for your piece of equipment.
- For cleaning jobs, if possible and requested/agreed upon by the customer, use chemicals in your cleaning equipment that provide for effective cleaning and disinfection at the same time. Verify that the disinfectant is suitable/approved for the agent.
- For surface treatment of frequently touched areas on the equipment like handlebars, grips, buttons, levers, switches, etc., use approved disinfectant wipes or microfibre clothes/towels with appropriate disinfectant. Wipe downs are recommended after each use to prepare the equipment for the next use/operator. Make sure the equipment remains wet for the contact time recommended by the disinfectant manufacturer.
- Never use high pressure liquid sprays on any electrical equipment. Do not soak the equipment with liquids.
- All parts of the equipment that come in direct contact with surfaces can be disinfected. Do not forget the power cords. The schedule and frequency need to be determined based on the cleaning job, use and requirements by the client. For routine cleaning jobs, that frequency can be based on the routine maintenance schedule. Use gloves when cleaning the equipment and wash your hands afterwards.
- In areas that are known to be contaminated with a virus and/or were occupied by a person with COVID-19 use vacuums with high efficiency filters (HEPA) that contain and trap the virus. The proper respiratory/face protection when cleaning in these areas should be a N95 or better. Cleaning and disinfecting areas know to be contaminated with SARS-CoV-2 will require special awareness, equipment and processes carried out by skilled personnel.

Finishing Up

- Any waste that is generated as part of the commercial operation and maintenance needs to be assessed and disposed of based on local hazards waste regulations. It might be considered hazardous waste.

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?