











# Safe Work Instruction - Cleaning

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

TASK	COLOUR CODING OF EQUIPMENT	
SCOPE	This SWI describes preventing infection or contamination through colour coding	
EQUIPMENT REQUIRED	Cloths	Wringer Bucket
	Mops	Sponges
	Brooms	Dustpans
	Hand Brushes	
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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER									

KEY HAZARD AND RISK CONTROLS – Safety, Environment and General
<b>Safety</b>
<ul style="list-style-type: none"> <li>Nil</li> </ul>
<b>Environment</b>
<ul style="list-style-type: none"> <li>Nil</li> </ul>
<b>General</b>
<ul style="list-style-type: none"> <li>Store equipment in cleaner’s storage area according to colour coding</li> <li>Never deviate from colour coding</li> <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**

- Nil

**Instructions**

- For activity to be performed collect relevant colour coded cleaning equipment from cleaner’s storage area
  - BLUE - General Cleaning
  - GREEN – Kitchen and Food Preparation Areas
  - RED – Toilets, Bathroom and Utilities Areas
  - YELLOW - Infectious Areas
- Never deviate from colour coded cleaning equipment for specific area to minimise the risk of cross contamination or infection
- If unsure of what colour coded equipment to be used contact the site Manager
- If correct colour coded equipment is not available contact the site Manager
- Never put away equipment without first washing and drying to ensure clean equipment is ready for next shift
- Dry equipment before re-use
- Store cleaning equipment in cleaner’s storage area according to colour coding – yellow equipment to isolated from blue, green and red in a separate storage area

**Finishing Up**

- Nil

**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?