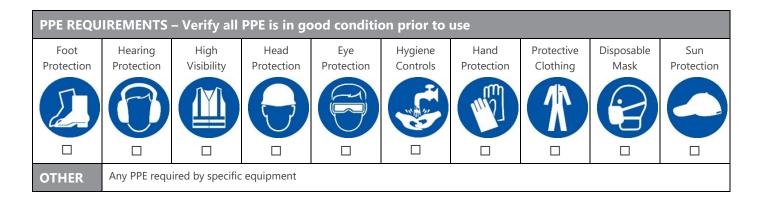
Safe Work Instruction - Cleaning

servicefm

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

TASK	EQUIPMENT SAFETY		
SCOPE	This SWI describes general guidelines for using cleaning equipment safely		
EQUIPMENT REQUIRED			
SUPPORTING			
REFERENCES			



KEY HAZARD AND RISK CONTROLS – Safety, Environment and General

Safety

- Check equipment before and after use for any damage or unsafe condition
- Safety signage should be used where applicable
- Current test and tag must be on all equipment Do not use if not present
- Power leads to be always kept behind equipment to prevent equipment cutting lead

Environment

• Keep chemical use to a minimum

General

• Clean equipment and dry after use

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BEFORE YOU START <u>TAKE 5</u> 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	

STEP BY STEP GUIDE

Pre-Operation

- Check condition of equipment for any damage or faults and current test and tag (if electrical)
- Conduct and pre-start requirements of cleaning machinery to be used
- Apply all required PPE and make sure it is in good working condition
- Never operate any equipment unless trained and competent to do so
- Check with the Site Manager if you have any questions regarding the use and operation of equipment

Instructions

- Do not block doors or stairways when cleaning stairs and stair landings even temporarily
- Keep electrical cords pushed to the side of the hallway where possible
- Clean equipment is safe equipment
- Don't let the electrical cord get in or under a door or under your equipment
- Roll cords up from machinery end to avoid twisting cord and breaking internal wires
- Keep cleaning trolleys close to the wall especially in traffic area. Make sure mop handles don't protrude into traffic areas
- Leave handles on buffer up when not in use
- Always pull cleaners trolleys etc. off lifts and around corners never push as you may run into someone coming from the other direction

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?

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