











Safe Work Instruction - Cleaning

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		

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	Any PPE required by specific equipment								

KEY HAZARD AND RISK CONTROLS – Safety, Environment and General
Safety
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • Keep chemical use to a minimum
General
<ul style="list-style-type: none"> • Clean equipment and dry after use

BEFORE YOU START TAKE 5 FOR SAFETY

<p>STOP and think about the potential dangers of the task and work area</p>	<p>LOOK and identify new hazards, and report these to the manager</p>	<p>ASSESS the risk, consider any possible threats of damage or injury</p>	<p>CONTROL hazard with suitable control measure to reduce risk</p>	<p>DO the task and monitor hazards by keeping a look out for changes</p>
--	--	--	---	---

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?