











Safe Work Instruction - Cleaning

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

TASK	FLOOR SCRUBBING	
SCOPE	This SWI describes the process of scrubbing (machine) of floors.	
EQUIPMENT REQUIRED	Scrubbing machine	Scrubbing pads
	Squeegee	Wringer bucket
	Safety Signage	Cotton mop
	Broom or fringe mop	Portable RCD
SUPPORTING REFERENCES	SWMS – Cleaning – Common and Public Areas	

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									

KEY HAZARD AND RISK CONTROLS – Safety, Environment and General
<p>Safety</p> <ul style="list-style-type: none"> • Equipment to be checked before and after use and any damage or unsafe condition • Mops should NOT be left on floor when not in use, they must be placed in an upright position • Do not start up equipment without first checking it has been maintained • Avoid overreaching when or awkward positions
<p>Environment</p> <ul style="list-style-type: none"> • Keep chemical use to a minimum • Waste solution to be disposed of in sewage (toilet or cleaners sink)
<p>General</p> <ul style="list-style-type: none"> • All equipment to be washed and dried at end of use • Always review SDS for chemicals prior to use

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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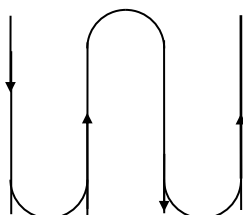
STEP BY STEP GUIDE

Pre-Operation

- Collect all equipment required from cleaner’s storage area or cleaner’s trolley
- Check condition of equipment for any damage or faults and current test and tag
- Review SDS of any chemicals to be used
- Conduct any pre-start requirements of cleaning machinery to be used
- Apply all required PPE and make sure it is in good working condition
- Place safety signage at all access points to notify other persons of task

Instructions

- Sweep and dry mop (using a well-wrung mop) and allow the surface to dry before scrubbing.
- To prepare the cleaning solution follow instructions pour into bucket until 3/4 full. Dip mop into cleaning solution. Wring slightly and apply liberally by mop to an area as below to about 7' X 7'.



- Let stand 2 to 3 minutes.
- Machines scrub the wet area in the pattern above. Repeat procedure in sections 7' X 7' each until entire floor has been scrubbed
- Hand clean edges as required
- Rinse floor from a second wringer bucket, using a clean mop and clean water, do not use too much water
- Squeegee the rinse water to a central point. Then either use a wet/dry vacuum to pick up the rinse water or mop up with a mop

Finishing Up

- After the floor has dried, return furniture to original positions (if applicable) and remove any safety signs
- Wash and rinse all equipment thoroughly before storage

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?