








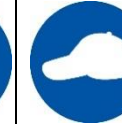


Safe Work Instruction - Cleaning

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

TASK	KITCHENS AND TEAROOMS	
SCOPE	This SWI describes cleaning processes for kitchen and tearooms in general offices. This SWI does not include commercial kitchens.	
EQUIPMENT REQUIRED	Colour coded cloths	Bucket
	Mop	Dustpan
	Bin Liners	Broom
	Safety Signage	
SUPPORTING REFERENCES	SWMS – Cleaning – General 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"> • Leave surfaces as dry as possible • Always wear appropriate PPE • Be aware of sharp objects on bench tops
<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"> • Clean and dry equipment after use • Ensure correct colour coded cleaning equipment is used (Green) • Emptying of bins to be completed when food and serving is not taking place, wherever practical

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>
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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
- Wash hands and apply all required PPE making sure it is in good working condition
- Place safety signage at all access points to notify other persons of task, or communicate isolation of area

Instructions

- Do not leave mops lying on floor, but stand upright in corner when not in use
- Watch out for sharp objects such as knives, and clear bench top
- Empty and clean bins, provide new liners as required
- Spot clean and dust cupboards
- Spot clean marks from walls and doors
- Sweep floors with soft brush and pick up rubbish with dustpan and brush
- Mop floor with detergent solution rinse with clean water

Finishing Up

- Wash all equipment and allow to dry

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?