











Safe Work Instruction - Cleaning

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

TASK	LIFT CLEANING	
SCOPE	This SWI describes cleaning of lifts within offices and general facilities	
EQUIPMENT REQUIRED	Cleaning cloths	Vacuum
	Mop	Woollen Duster
	Scraper	
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
									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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 • Follow SDS for preparation and use of cleaning solutions • Ensure PPE is used and appropriate • Maintain a straight back and avoid lifting or stretching for extended periods of time
<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"> • Wash and dry all equipment at end of 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>
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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 (if electrical)
- 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

Instructions

- Ensure lift is on STOP while you are cleaning it. Don’t let any cords get caught in the lift door
- Maintain a straight back and avoid lifting or stretching for extended periods of time
- Dues any vents, ledges, and lights. Use a long-handled duster or extension pole – DO NOT stand on chairs etc.
- Clean lift elevator panels with cleaning solution. Buff with a dry cloth, Remove all finger marks and smudges. If stainless steel, to avoid streaks use a window cleaner and dry to a shine. Use scraper to remove stickers and gum
- Vacuum and/or mop floor. Vacuum lift door tracks using correct attachment
- Clean outer doors with a cleaning solution and dry the doors to avoid streaking

Finishing Up

- Clean and return equipment and supplies, store equipment in a clean and orderly condition

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?