











Safe Work Instruction - Cleaning

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

TASK	MOPPING	
SCOPE	This SWI describes wet mopping of floor surfaces in general areas	
EQUIPMENT REQUIRED	Mop	Bucket
	Safety Signage	Vacuum/Broom
	Dustpan	
SUPPORTING REFERENCES	SWMS – Cleaning – General Areas	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 type="checkbox"/>	<input type="checkbox"/>
OTHER	Non-Slip shoes should be worn								

KEY HAZARD AND RISK CONTROLS – Safety, Environment and General
<p>Safety</p> <ul style="list-style-type: none"> • Make sure warning signs are used and easy to see to be effective • Leave surfaces as dry as possible • Avoid over reaching and awkward positions • Do not walk over damp or slippery areas
<p>Environment</p> <ul style="list-style-type: none"> • Keep chemical use to a minimum • Keep water use to a minimum • Waste solution to be disposed of in sewage (toilet of cleaners sink)
<p>General</p> <ul style="list-style-type: none"> • Wash equipment and allow to dry after use • Make sure area to be mopped is clear of any obstacle – Do not move anything that is too heavy

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
- Review SDS for any chemicals 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

- Clear area of any obstacles, including public who may be an obstruction
- Vacuum or sweep area to mopped prior to starting
- Place bucket at floor level, or over a grate to avoid having to lift full bucket. Fill bucket up halfway only
- Put on PPE (as per SDS) prior to adding cleaning solution
- Plan to mop towards the direction that area will be exited from. Mop in a ‘figure 8’ motion with mop damp – do not scrub or press hard or do no overreach
- Remove mop from water and detergent solution making sure mop is wrung as dry as possible
- Keep back straight with feet shoulder width apart and elbows close to body, with bucket beside you when wringing out the mop
- Change water in bucket as necessary to avoid solution becoming too dirty. Wipe area with a dry mop if needed

Finishing Up

- Ensure area is clean and tidy – only remove safety signage once floor is dry
- Dispose of wastewater and rinse equipment that was used
- Replace all equipment in correct storage area – in such a way that mop head will 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?