











Safe Work Instruction - Cleaning

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

TASK	SKIRTING BOARDS AND WINDOW SILLS	
SCOPE	This SWI describes steps to clean skirting boards and window sills	
EQUIPMENT REQUIRED	Bucket	Cloths
	Sponge	
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
Safety
<ul style="list-style-type: none"> • Leave surfaces as dry as possible • Avoid awkward postures and take breaks as required
Environment
<ul style="list-style-type: none"> • Keep chemical use to a minimum • Waste solution to be disposed of in sewage (toilet or cleaners sink)
General
<ul style="list-style-type: none"> • Clean and dry equipment after 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
- Review SDS for any chemicals to be used
- Apply all required PPE and make sure it is in good working condition

Instructions

- Avoid working in awkward postures and take breaks where required
- Wipe skirting boards, ledges and sills using clean cloth dampened with cleaning solution – spray cleaning solution onto cloth, then wipe
- Rinse cloths regularly and keep cloth away from glass as it leaves dirty streaks
- Avoid excess contact with walls and woodwork
- Change solution as necessary
- Scrub carefully with scour pad to remove stubborn marks

Finishing Up

- Wash and rinse all equipment used – 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?