











Safe Work Instruction - Cleaning

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

TASK	SPOT MOPPING	
SCOPE	This SWI describes the process of spot mopping of spills	
EQUIPMENT REQUIRED	Mop	Wringer bucket
	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"> Do not reach or stretch beyond capability Put mop and bucket away immediately after use. Make sure safety signs are used Do not walk over damp areas Leave surfaces as dry as possible
<p>Environment</p> <ul style="list-style-type: none"> Keep chemical use to a minimum Keep water use to minimum Waste solution to be disposed of in sewage (toilet of cleaners sink)
<p>General</p> <ul style="list-style-type: none"> Cloth and/or squeegee to be cleaned and dried after 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
- 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

- Do not leave mop lying on floor at any stage
- Spot cleaning of spillage’s to be done as soon as possible after spillage has occurred.
- Most liquids will not stain if attended to before they dry. Mop up the bulk of the spillage.
- Chemical solution to be used in accordance with manufacturer’s instructions or as directed by the Supervisor.
- Mop or wipe with cleaning solution, taking care not to spread soil any further
- Always work from the outside of soil or spillage towards the centre. Leave area as dry as possible.
- Spots and marks on fabrics should NOT be cleaned by above method but reported to Manager

Finishing Up

- Ensure all equipment is put away safely – with mop head ideally off ground to allow to dry
- Only remove safety signage once floor surface is completely 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?