











Safe Work Instruction - Cleaning

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

TASK	STAIRWELL CLEANING	
SCOPE	This SWI describes the process for cleaning of stairs and stairwells	
EQUIPMENT REQUIRED	Broom	Cloths
	Dustpan	Sponge
SUPPORTING REFERENCES	SWI – Sharps Collection and Disposal	

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"> Use appropriate safety signage Wear appropriate PPE Do not pick up any sharps (syringes if found) – Inform site supervisor and follow Sharps Collection and Disposal Safe Work Instruction
<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"> Clean equipment and dry 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
- 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, or communicate isolation of area

Instructions

- Check for hazards such as lights not working, floor coverings loose, handrails loose etc
- Accidents on stairs are a slip, trip and fall hazard. Ensure non-slip footwear is worn and keep working area clear of obstacles
- Commence at top of stair and work downwards
- Do landings first
- Work from outside edge to wall and then down to next step
- Use hand brush to remove dust and soil form edges of stairs
- Wipe banister rails, window ledges and spindles with damp sponge cloth
- If damp mopping is specified or required use a damp mop using as little water as possible
- Spot clean walls as required
- Dust behind radiators, top of skirting boards etc

Finishing Up

- Remove safety signage only after task is complete and area is safe to enter
- Remove all equipment and store neatly in cleaner’s area

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?