











Safe Work Instruction - Cleaning

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

TASK	STRIPPING AND APPLYING POLISH TO FLOORS	
SCOPE	This SWI describes the process of stripping and then applying polish to floors	
EQUIPMENT REQUIRED	White fringe mop or white cotton mop	Bucket
	Doodle Bug	Auto-Scrubber
	Polishing machine	Floor Sealer
	Polish pourer/pouring can	Black Pads
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
									
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OTHER									

KEY HAZARD AND RISK CONTROLS – Safety, Environment and General
Safety
<ul style="list-style-type: none"> • Check electrical leads for obvious damage and current test and tag • Do not move furniture or objects that are too heavy to lift • Ensure area is well ventilated • Ensure safety signage is visible at all access points to area
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"> • Ask for assistance if you feel unwell at any stage of this process

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 and current test and tag
- Review SDS for any chemicals to be used
- Conduct any pre-start requirements of cleaning machinery to be used – follow **ALL** instructions
- 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

- Remove all furniture and fittings where possible – DO NOT attempt to lift or move items which are too heavy for you. Where possible ventilate the work area by opening doors or windows
- Mix stripping agent as per directions, following manufacturer instruction.
- Apply stripping agent to floor using mop in area no greater than 10sqm. Leave solution on floor for five minutes.
- Scrub floor starting from furthest from door and work in systematic overlapping passes. Scrub off any bad marks. Each section must be double scrubbed and overlapped so that polish is completely removed. Do all edges/corners and hard to reach areas with a Doodle bug
- Squeegee off slurry and pick with mop and bucket or Wet & Dry Vacuum and rinse floor, starting from dry area (to avoid slips). Use the scrubbing machine to wash the floor in large areas
- Allow floor to dry
- Using the mop, lay a thin even coat of polish in sections no greater than two metres in width. Work mop in parallel overlapping strips as shown below.
- Ensure you finish laying polish at the exit to the room enabling you to carry on with another task whilst the floor dries.
- Allow to dry. Once dry, apply second coat as per Step 8 & 9.- Redo (total of 3 coats a minimum after a Strip & re-seal.

Finishing Up

- Clean all equipment, throw away polish and stripper mops and return equipment and materials to cleaning room
- Move furniture back into area (if capable) taking care not to drag as this will scratch the new polish
- Remove, clean and store safety signs when floor is dry
- Close ventilation.

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?