











# Safe Work Instruction - Cleaning

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

<b>TASK</b>	<b>WINDOW CLEANING AND GLASS SURFACES</b>	
<b>SCOPE</b>	This SWI describes process to low-level windows and glass surfaces. This SWI does not over high window cleaning.	
<b>EQUIPMENT REQUIRED</b>	Cloth	Squeegee
	Bucket	Extension pole
<b>SUPPORTING REFERENCES</b>	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
									
<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"/>
<b>OTHER</b>									

KEY HAZARD AND RISK CONTROLS – Safety, Environment and General
<b>Safety</b>
<ul style="list-style-type: none"> <li>Avoid awkward postures and take regular breaks as required</li> <li>DO NOT stand on chairs etc. Do not clean surfaces you cannot reach – use an extension pole</li> </ul>
<b>Environment</b>
<ul style="list-style-type: none"> <li>Keep chemical use to a minimum</li> <li>Keep water use to a minimum</li> <li>Waste solution to be disposed of in sewage (toilet of cleaners sink)</li> </ul>
<b>General</b>
<ul style="list-style-type: none"> <li>Wash equipment and allow to dry after use</li> <li>Always review SDS for chemicals</li> </ul>

**BEFORE YOU START TAKE 5 FOR SAFETY**

<p><b>STOP</b> and think about the potential dangers of the task and work area</p>	<p><b>LOOK</b> and identify new hazards, and report these to the manager</p>	<p><b>ASSESS</b> the risk, consider any possible threats of damage or injury</p>	<p><b>CONTROL</b> hazard with suitable control measure to reduce risk</p>	<p><b>DO</b> 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 any required PPE and make sure it is in good working condition
- **DO NOT** climb onto window ledges or unsecured objects, such as chairs, boxes etc

**Instructions**

- Apply solution to clean cloth - do not apply too much
- Using a side-to-side motion, wipe total glass area to be cleaned.
- Wipe glass with a clean, dry cloth making sure no streaks or marks are left.
- Clean glass from top to bottom.
- For high windows or glass use extension pole or small stepladder. If unsure speak to site Service Manager
- Apply squeegee to dry at 60-degree angle and wipe as illustrated:
- Wipe edge of squeegee blade with clean cloth after each stroke.
- Use cloth to clean and dry bottom ledge.
- Mop up any spillages.
- Clean treated glass surfaces in accordance with instructions supplied by manufacturers or suppliers of treated glass.

**Finishing Up**

- Wash and dry all equipment and return to cleaner’s room

**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?