

SWMS Title: Cleaning Toilets-Urinals	Description of Task / Activity: Cleaning Toilets-Urinals		
Partner Site: City Head Office, Coles Distribution Centres & Target Sites			
SWMS prepared by: Darren Morris	Position: Regional HSE Manager WA/SA/NT	Date: 30/09/2020	SWMS reviewed by: Glenn Henstock
Authorisation:			
Authorised by: Operational Business Unit Manager or Delegate		Date: 30/09/2020	

Hierarchy of Control	Risk Matrix																																																									
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Required PPE (Personal Protective Equipment)									
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1. Hazard / Hazardous Event	2. Current Controls
Cleaning Activity in Team member areas – Injuries resulting from slips, trips, collisions with, moving or stationary objects	<ul style="list-style-type: none"> • Cleaning in Progress/Wet floor signs are to be displayed at all access points to area being cleaned. • Only team members who have been made aware of the hazards associated with cleaning of team member’s toilets are to carry out this task, this awareness training is to be recorded in the team member training register.
Cleaning Urinals or sink areas in toilets – Cross contamination,	<ul style="list-style-type: none"> • The correct department coloured cloth is to be used for cleaning Urinals, walls, basins, mirrors, pipe work, doors, frames, vending machines, soap dispensers, roll holders and hand dryers.
Wet floor surfaces as a result of cleaning urinals or sink areas – Slip Incidents	<ul style="list-style-type: none"> • Only team members who have been made aware of the hazards associated with the wet mopping of floors are to carry out this task, this awareness training is to be recorded in the team member training register; see SWMS 403 – Mopping Floors • Department coloured mops and buckets are to be used to mop the floor in this area.
Hazardous Substances –For contact with all chemicals being used that are classified as a Hazardous Substance	<ul style="list-style-type: none"> • Material Safety Data Sheets have been obtained for products being used. • A risk assessment has been completed for any hazardous substance being used, Team members are to be briefed on their contents and the training recorded; see the Chemical SDS Register for Chemical Risk Assessments
Hazardous Substances – Contact with body fluids	<ul style="list-style-type: none"> • Always wear non-latex disposable gloves when cleaning in and around Urinals. • For large amounts of soiling due to accidents or vandalism on floors or walls; only team members who have been made aware of the hazards associated with this task are to carry out the clean-up, this awareness training is to be recorded in the team member training register; see SWMS 407 – Dealing with Body Spillages
Manual Handling – Muscle/joint injuries as a result of frequent bending, stretching cuts and abrasions from sharp objects in bin	<ul style="list-style-type: none"> • Keep rubbish bags away from your body. • Use long handled litter picker to reduce bending. • Use long handled dust pan and brush. • Use a long-handled duster for dusting areas above shoulder height.
Discarded Syringes – Needle stick injuries	<ul style="list-style-type: none"> • Only team members who have been made aware of the hazards associated with the disposal of Discarded Syringes are to carry out this task, this awareness training is to be recorded in the team member training register: see SWMS 408 – Dealing with Discarded Syringes
3. Additional Information	
<ul style="list-style-type: none"> • For Additional Information contact the HSE Team. 	
4. Activity Risk Rating:	Medium (C3)



Safe Work Method Statement SWMS-406

