

SWMS Title:	Damp Wiping Below Shoulder	Description of Task / Activity:	Damp Wiping Below Shoulder
Partner Site:	All Partner 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																																																																																															
	RISK ASSESSMENT PROCESS <table border="1" style="width: 100%; border-collapse: collapse; background-color: #ffff00;"> <tr> <th colspan="2" style="background-color: #ffff00;">Step 1 Determine Probability</th> <th colspan="4" style="background-color: #ffff00;">Step 2</th> </tr> <tr> <th colspan="2" rowspan="2" style="background-color: #0070c0; color: white;">LIKELIHOOD</th> <th colspan="4" style="background-color: #0070c0; color: white;">CONSEQUENCE</th> </tr> <tr> <th style="background-color: #0070c0; color: white;">PERSON</th> <th style="background-color: #0070c0; color: white;">ASSETS</th> <th colspan="2" style="background-color: #0070c0; color: white;">ENVIRONMENT</th> </tr> <tr> <td style="background-color: #0070c0; color: white;">A</td> <td style="background-color: #0070c0; color: white;">Practically impossible</td> <td style="background-color: #0070c0; color: white;">1</td> <td style="background-color: #0070c0; color: white;">Minor Near Miss</td> <td style="background-color: #0070c0; color: white;">Under \$500 Damage and Minimal Productivity Disruption.</td> <td style="background-color: #0070c0; color: white;">No Damage</td> </tr> <tr> <td style="background-color: #0070c0; color: white;">B</td> <td style="background-color: #0070c0; color: white;">Not Likely to Occur</td> <td style="background-color: #0070c0; color: white;">2</td> <td style="background-color: #0070c0; color: white;">First Aid Treatment Injury</td> <td style="background-color: #0070c0; color: white;">\$500–1000 Damage and/or Slight Production Disruption.</td> <td style="background-color: #0070c0; color: white;">Minor Damage</td> </tr> <tr> <td style="background-color: #0070c0; color: white;">C</td> <td style="background-color: #0070c0; color: white;">Unusual but Possible</td> <td style="background-color: #0070c0; color: white;">3</td> <td style="background-color: #0070c0; color: white;">MTI or Short Term LTI</td> <td style="background-color: #0070c0; color: white;">\$1000–5000 Damage and/or Production Disruption.</td> <td style="background-color: #0070c0; color: white;">Reversible Damage</td> </tr> <tr> <td style="background-color: #0070c0; color: white;">D</td> <td style="background-color: #0070c0; color: white;">Quite Possible</td> <td style="background-color: #0070c0; color: white;">4</td> <td style="background-color: #0070c0; color: white;">Long Term LTI</td> <td style="background-color: #0070c0; color: white;">\$5000–10,000 Damage and/or Project Contingency Plan Required.</td> <td style="background-color: #0070c0; color: white;">Serious Damage</td> </tr> <tr> <td style="background-color: #0070c0; color: white;">E</td> <td style="background-color: #0070c0; color: white;">Almost Certain</td> <td style="background-color: #0070c0; color: white;">5</td> <td style="background-color: #0070c0; color: white;">Fatality, Permanent Disability</td> <td style="background-color: #0070c0; color: white;">More than \$10,000 Damage and/or Large Reorganisation of Project.</td> <td style="background-color: #0070c0; color: white;">Major Damage</td> </tr> </table>	Step 1 Determine Probability		Step 2				LIKELIHOOD		CONSEQUENCE				PERSON	ASSETS	ENVIRONMENT		A	Practically impossible	1	Minor Near Miss	Under \$500 Damage and Minimal Productivity Disruption.	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Required PPE (Personal Protective Equipment)									
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1. Hazard / Hazardous Event	2. Current Controls
Prestart Inspection/Preparation – Slips, Trips, manual handling	<ul style="list-style-type: none"> Assess the area that requires Damp Wiping. Always inspect (visually only) the area for hazards such as sharps or blood/bodily fluids prior to commencement of damp wiping. Close access to the area until the job is completed (if practicable), or do the work after hours. Place safety signs in a position so that they can be easily seen to avoid slip hazards. Read SDS for details of chemical, exposure hazards, safe handling and storage, and first aid.
Dilute Detergent – Chemical exposure, manual handling, slips trips	<ul style="list-style-type: none"> Ensure you are using the correct colour coded mop and bucket. Dilute wipe away in bucket. Ensure PPE is worn including, non-slip footwear, goggles, rubber/latex gloves.
Damp wipe surface below shoulder height – Chemical exposure, manual handling, slips, trips	<ul style="list-style-type: none"> Damp the cloth and commence wiping the furniture and fittings, walls and amenities. When damp wiping balance yourself with your free hand on any furniture etc to reduce strain on your back. Rinse out cloth often and change cleaning solution as required – rotate use of hands every two minutes when wiping to reduce repetitive strain. Do not perform damp wiping operation for periods in excess of 30 minutes without a 5-minute interval of alternative tasks. Use short handled mop to damp wipe high surfaces such as skirting boards. When finished wash out the cloth – empty and rinse the bucket – return equipment to cleaner’s store. <p>MICROFIBRE CLOTHS</p> <ul style="list-style-type: none"> Use a spray bottle to lightly spray water on the microfiber cloth – lightly dampen the cloth. Wipe the surface. Respray the cloth as required. For hard to move stains it may be necessary to spray the stain with an approved chemical. Allow time for the chemical to work. Wipe the area as normal.
Equipment Sanitising & Storage – Chemical exposure, manual handling, slips, trips.	<ul style="list-style-type: none"> After the job is complete, wash cloths in disinfectant solution. When storing in cleaner’s store, spin mop head and store on top of bucket. Store colour coded equipment separately – not in contact with different coloured equipment.
3. Additional Information	
For Additional Information contact the HSE Team.	
4. Activity Risk Rating:	Medium (C3)