

SWMS Title:	Cobwebbing	Description of Task / Activity:	Cobwebbing
Partner Site:	All Partner Sites		
SWMS prepared by: Darren Morris	Position: Regional HSE Manager WA/SA/NT	Date: 08/07/2021	SWMS reviewed by: Paul Nichols
Authorisation:			
Authorised by: Operational Business Unit Manager or Delegate		Date: 08/07/2021	

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
Prestart Inspection/Preparation – Slips, Trips, manual handling	<ul style="list-style-type: none"> Close access to the area until the job is completed (if practicable), or do the work after hours. Always inspect (visually only) the area for hazards such as sharps or blood/bodily fluids prior to commencement mopping. If such hazards are found, please refer to your Supervisor. Place safety sign/s in a position so that they can be easily seen to avoid any trip hazards, especially leads. Assess the areas to be cleaned for any hazards (eg electrical, loose fixtures, power lines). Check safe working condition of equipment. Do not cobweb within 2 metres of any power lines or buzz bars. Ensure PPE is worn which includes safety glasses, gloves.
Cobwebbing – slips, trips, manual handling, electrocution	<ul style="list-style-type: none"> Move the cobweb broom in a circular motion as it passes over and around cobwebs. Do not overreach when cobwebbing above shoulder height. Do not perform cobwebbing with an extension pole above shoulder height for periods in excess of 10 minutes without a 5-minute interval of alternative tasks. Alternate levels of cobwebbing at all times. If cobwebbing is required beyond the safe reach of a telescopic pole and it is necessary to gain height through the use of a portable ladder refer to <u>SWMS-100 Using Portable Ladders.</u>
Cleaning & Removing Cobwebs from brush – slips, trips, manual handling, insect bite	<ul style="list-style-type: none"> Always wear outdoor gloves to clean brush head – pulling cobwebs in waste bin. Be cautious of any insect that may be caught in web or of spider that may be on brush.
Cobwebbing using an Elevated Work Platform/Scissor Lift in warehouse areas	<ul style="list-style-type: none"> Confirm an authorised pest control contractor has sprayed the work area 7-10 days before cobwebbing. Use battery powered vacuums only when operating an elevated work platform. Do not stand directly under the cobwebbing and vacuuming work position. When cobwebbing the underside of the main warehouse roof area cobweb above head height. Wear appropriate personal protective equipment including safety footwear, long pants, high visibility long sleeve shirt with sleeves rolled down, safety glasses, dust mask and gloves. Take care to avoid unnecessary contact with fire sprinklers when vacuuming and cobwebbing. Prior to entering the EWP: <ul style="list-style-type: none"> Place backpack vacuum on a raised bench/shelf. Loosen straps prior to putting on the backpack vacuum cleaner. Put on the vacuum cleaner, do up the waist strap and ensure vacuum harness is correctly fitted. Backpack vacuums to be worn prior to entering or exiting the EWP.

	<ul style="list-style-type: none"> Refer to <u>SWMS-412 Vacuum – Backpack and Walk Behind</u> in the cleaners room. Refer to <u>SWMS-101 Working with Elevated Work Platforms/Scissor Lifts</u> in the cleaners room. An EWP and Scaffold Work Permit must be completed if using an EWP (includes scissor lift) or if the erection and use of scaffold is required. <p>Identify need for Spotter. Spotter required;</p> <ul style="list-style-type: none"> When moving EWP during trading hours that are accessible by other persons including partner team members and members of the public. (Does not apply to Coles Distribution Centres) When unable to secure / barricade work area to prevent entry of other persons including partner team members and members of the public. When moving EWP across uneven /sloping surfaces. When manoeuvring EWP in restricted spaces. When moving EWP with restricted or obstructed view. When operating unit in vehicle traffic areas. When EWP edge protection railing is less than 1m from potential crush hazards including ceiling grids, structural beams, door frames and meat rails, etc. When working near overhead power lines. <p>Special Note: Spotter is to be holder of a 'Yellow Card' or competent in the retrieval of the EWP platform using the controls at ground level or the Emergency retrieval System.</p>
Storage of Equipment – slips, trips, manual handling	<ul style="list-style-type: none"> When finished clean equipment and return to cleaner’s store.
3. Additional Information	
<ul style="list-style-type: none"> For Additional Information contact the HSE Team. 	
4. Activity Risk Rating:	Medium (C3)