

<b>SWMS Title:</b>	Cleaning Food Preparation Areas	<b>Description of Task / Activity:</b>	Cleaning Food Preparation Areas
<b>Partner Site:</b>	Coles Distribution Centres		
<b>SWMS prepared by:</b> Darren Morris	<b>Position:</b> Regional HSE Manager WA/SA/NT	<b>Date:</b> 30/09/2020	<b>SWMS reviewed by:</b> Glenn Henstock
<b>Authorisation:</b>			
<b>Authorised by:</b> National Operations Manager		<b>Date:</b> 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
Working in Food Preparation Areas– Slips/trips by pedestrians	<ul style="list-style-type: none"> <li>• Display wet floor/cleaning in progress signs on all approaches to the area you are cleaning, remove them when you have finished.</li> </ul>
Cross contamination of surfaces – Using a cleaning cloth, mop or brush from areas which may result in cross contamination	<ul style="list-style-type: none"> <li>• Material Safety Data sheets have been obtained for products being used.</li> <li>• 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 <b>Chemical SDS Register for Chemical Risk Assessments</b>.</li> <li>• Check your skin regularly for signs of Dermatitis (eczema); such as dryness, itching or redness, and report any concerns to your Supervisor, who should inform the Health Safety and Environment of the concern.</li> <li>• Wear disposable non-latex gloves when cleaning in this area.</li> <li>• Only team members who have been made aware of the hazards associated with cleaning of Food Preparation Areas are to carry out this task, the training is to be recorded in the team member training register.</li> </ul>
Hot Surfaces – Burns as a result of contact with hot surfaces on catering equipment	<ul style="list-style-type: none"> <li>• Do not move or clean any equipment until it has been turned off, switched off at the socket, unplugged and has cooled down.</li> </ul>
Electricity – Electric shock as a result of contact with live electrical equipment	<ul style="list-style-type: none"> <li>• Always Isolate any electrical equipment you are required to clean.</li> </ul>
Manual Handling – Muscle/joint injuries as a result of frequent bending, lifting, pushing, pulling and stretching	<ul style="list-style-type: none"> <li>• When lifting chairs and moving tables use appropriating lifting techniques as shown during health and safety training.</li> <li>• Use long handled dust pan and brush (Yellow).</li> <li>• When cleaning around shelving and displays, check nothing is going to fall on you.</li> </ul>
Moving Objects – Contact by doors	<ul style="list-style-type: none"> <li>• When cleaning around doors, keep them open while you are in the area to prevent you being hit by it when it opens.</li> </ul>

Mopping Floor – Slips as a result of the floor being wet due to mopping	<ul style="list-style-type: none"> <li>Only team members who have been made aware of the hazards associated with spot mopping are to carry out this task, this awareness training is to be recorded in the team member training register. See <a href="#">SWMS-403-Mopping of Floors</a></li> </ul>
Pests – Food Hygiene Issues	<ul style="list-style-type: none"> <li>If you notice insects, vermin or droppings during cleaning, report immediately to your Supervisor.</li> </ul>
Contamination – Food Hygiene	<ul style="list-style-type: none"> <li>Do not bring unauthorised equipment into food preparation areas.</li> <li>Wear a hat.</li> <li>The only jewellery to be worn in food preparation areas is a wedding ring.</li> <li>Check you have all the equipment you brought into the area when you leave.</li> <li>If you have to use a plaster to cover up minor injuries the Plaster must be Blue.</li> </ul>
<b>3. Additional Information</b>	
<ul style="list-style-type: none"> <li><b>For Additional Information contact the HSE Team.</b></li> </ul>	
<b>4. Activity Risk Rating:</b>	<b>Medium (C3)</b>