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|---|--|--|---|
| SWMS Title: | Window Cleaning | Description of Task / Activity: | Window Cleaning |
| 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 | | | | | |
| | 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. | No Damage |
| | B | Not Likely to Occur | 2 | First Aid Treatment Injury | \$500–1000 Damage and/or Slight Production Disruption. | Minor Damage |
| | C | Unusual but Possible | 3 | MTI or Short Term LTI | \$1000–5000 Damage and/or Production Disruption. | Reversible Damage |
| D | Quite Possible | 4 | Long Term LTI | \$5000–10,000 Damage and/or Project Contingency Plan Required. | Serious Damage | |
| E | Almost Certain | 5 | Fatality, Permanent Disability | More than \$10,000 Damage and/or Large Reorganisation of Project. | Major Damage | |
| | RISK ASSESSMENT PROCESS | | | | | |
| | Step 3 Calculate Risk | | | | | |
| | | Consequence | | | | |
| | Likelihood | 1 | 2 | 3 | 4 | 5 |
| A | 1 Low | 3 Low | 6 Low | 10 Medium | 15 High | |
| B | 2 Low | 5 Low | 9 Medium | 14 High | 19 Extreme | |
| C | 4 Low | 8 Medium | 13 Medium | 18 High | 22 Extreme | |
| D | 7 Low | 12 Medium | 17 High | 21 Extreme | 24 Extreme | |
| E | 11 Medium | 16 High | 20 Extreme | 23 Extreme | 25 Extreme | |

| Required PPE (Personal Protective Equipment) | | | | | | | | | |
|--|-------------------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|
| | | | | | | | | | |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

| 1. Hazard / Hazardous Event | 2. Current Controls |
|---|---|
| Prestart Inspection/Preparation – Slips, Trips, manual handling | <ul style="list-style-type: none"> Assess the areas to be cleaned for any hazards. 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. Close access to the area until the job is completed (if practicable) or do the work after hours. Place safety sign/s in a position so that they can be easily seen to avoid any trip hazards, especially leads. Read SDS for details of chemical, exposure hazards, safe handling and storage, and first aid. |
| Dilute Detergent – slip, trip, chemical exposure | <ul style="list-style-type: none"> Dilute detergent in the bucket. Ensure correct PPE is worn, including gloves, goggles and non-slip footwear. |
| Cleaning window – slip, trip, chemical exposure, manual handling | <ul style="list-style-type: none"> Check equipment is in safe working condition. Assess area for hazards (broken windows, overhead electrical wires). Wear safety glasses when cleaning windows above shoulder height. Clear cobwebs as per SWMS-413 – Cobwebbing Remove tape and other materials on glass surfaces. Wash window with cleaning solution using an applicator and an extension pole. Remove solution from accessible glass with squeegee. Dry accessible edges and window frames with absorbent cloth. Do not perform glass cleaning operation with an extension pole for periods in excess of 10 minutes with a 5-minute interval of alternative tasks. |
| High window cleaning – slip, trip, chemical exposure, manual handling, falling from height | <ul style="list-style-type: none"> If high window cleaning 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 SWMS-100 – Using Portable Ladders |
| Equipment storage – slips, trips, manual handling | <ul style="list-style-type: none"> Clean equipment and return to cleaners’ storage area. |
| 3. Additional Information | |
| <ul style="list-style-type: none"> For Additional Information contact the HSE Team. | |
| 4. Activity Risk Rating: | Medium (C3) |