

SWMS Title: Carpet Hot Water Extraction	Description of Task / Activity: Carpet steam cleaning with carpet hot water extraction unit
Partner Site: All Partner Sites	
SWMS prepared by: Stuart Heydon	Position: Regional HSE Manager VIC/TAS
Date: 3/08/2023	SWMS reviewed by: Gavin Reiske
Authorisation:	
Authorised by: Operational Business Unit Manager or Delegate	Date:

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Hazard / Hazardous Event	2. Current Controls
Preparation/Prestart - General	<ul style="list-style-type: none"> Using headphones and in-ear listening devices is not permitted at any time whilst on site. All PPE is to be worn and fitted correctly.
Preparation/Prestart – Slips, Trips and Falls	<ul style="list-style-type: none"> Cleaning in progress or wet floor signs are to be used to close off area to be cleaned. Signs should be displayed at all entrances to the work area. Ensure all signs are removed once floors are dry. Power cords and hoses are to be laid out so as not to cause a tripping hazard for Partners team members, customers, City team members or other people. Avoid laying power cords or hoses across walkways, laying cords and hoses close to walls so they are not a tripping hazard. Where cords or hoses are required to be placed across walkways, place signs over the cord or hose to warn of hazard.
Preparation/Prestart – Manual Handling	<ul style="list-style-type: none"> Ensure correct manual handling techniques are used e.g. lift with back straight and knees bent. When unloading the equipment and cleaning units from vehicle, ensure there are two people available to lift heavy/awkward objects. Don't lift the heavy/awkward equipment by yourself. Place the equipment on the ground and push the unit around on its wheels, where available. When transporting equipment to the work area, ensure distance to be travelled is minimised and use manual handling equipment and trolleys where possible. Transport equipment in lifts where available, don't carry equipment upstairs. Always transport the units, hoses and fittings separately and don't try and carry it all at once.
Preparation/Prestart – Electrical	<ul style="list-style-type: none"> Visually inspect electrical equipment to ensure that there is no physical damage, electrical leads are in good condition and have a current electrical test tag. Don't use electrical equipment that doesn't have a current test tag or has a damaged power cord or plug. Don't use electrical equipment that has visible physical damage or is faulty.
Preparation/Prestart – Chemicals	<ul style="list-style-type: none"> Ensure all SDS are available for the chemicals used in carpet hot water extraction. Ensure all cleaning chemicals are stored in their original container or if decanted are clearly labelled with the chemical it contains. Wear safety glasses and nitrile gloves when filling the cleaning unit with cleaning chemicals. Review SDS before handling chemicals. Place water in bucket prior to the addition of the cleaning chemicals. Use chemical dispenser where provided.

Filling Extraction Equipment - Electrical	<ul style="list-style-type: none"> • Disconnect unit from power prior to filling clean water tank. • Ensure hands are dry when disconnecting or handling electrical leads. Do not work with electrical equipment with wet hands. • Cleaning equipment tanks should not be overfilled. Do not operate unit with excess water in the tanks or in the unit itself. Remove all excess or spilt water prior to connecting to power outlet.
Filling Extraction Equipment – Manual Handling	<ul style="list-style-type: none"> • Use a hose where possible to fill unit clean water tank. Where carrying water in buckets keep the water load in the bucket to a manageable level for the person carrying the water. • Fill buckets as close to work area as possible. Don't carry water up and down stairs. • When lifting buckets of water use correct carrying techniques e.g. balanced load, straight back and bent knees.
Vacuuming/Steam Extraction of Carpet – Slips Trips and Falls	<ul style="list-style-type: none"> • Check for water spills and clean up as soon as possible. Do not leave water spills for anybody to slip in. • Commence vacuuming in forward motion working away from power cords and vacuum unit.
Vacuuming/Steam Extraction of Carpet – Manual Handling	<ul style="list-style-type: none"> • Ensure area is clear prior to commencing vacuuming. Pick up large litter before vacuuming. • Clear work area of easily moveable furniture, ensure there are two people available to lift heavy/awkward furniture or clean around it. • Maintain good posture while vacuuming. Do not vacuum for long periods of time, alternate tasks between team members as required. As an example, do not vacuum longer than 20 minutes at a time. • Squat, do not bend if vacuuming under furniture.
Vacuuming/Steam Extraction of Carpet – Electrical	<ul style="list-style-type: none"> • Avoid running vacuum unit over power cords. • Plug vacuum unit power cord directly into a power outlet. Do not plug vacuum unit in to power boards or adaptors. • Avoid pulling power cords around corners or over sharp edges. Keep power cords away from heated surfaces. Do not move the vacuum unit using the power cord. • Avoid getting electrical cords and equipment wet. Do not place the vacuum head over any electrical cords. • Turn off the vacuum switches prior to removing the power cord from power outlet.

Vacuuming/Steam Extraction of Carpet – Burns and scolds	<ul style="list-style-type: none"> • Avoid touching hot surfaces. • Avoid the wand contacting any person or part of their body while vacuum unit is in operation. • Wear approved safety footwear when operating vacuum unit.
Vacuuming/Steam Extraction of Carpet – Suction of vacuum unit and high-pressure hoses.	<ul style="list-style-type: none"> • Ensure vacuum pump and vacuum unit is switched off prior to connecting and disconnecting vacuum hoses. • Ensure pressure hoses are correctly connected to wand and vacuum unit prior applying power or turning the unit on. • When placing the vacuum wand on the floor, ensure the wand is placed upside down to avoid damaging high pressure hoses and couplings.
Cleaning, Maintenance, and storage - Slips Trips and Falls	<ul style="list-style-type: none"> • Ensure all hoses and power leads are wound up and secured correctly.
Cleaning, Maintenance, and storage – Manual Handling	<ul style="list-style-type: none"> • Use a hose where possible to empty wastewater tank. Where carrying water in buckets keep the water load in the bucket to a manageable level for the person carrying the water. • Empty wastewater as close to work area as possible. Don't carry water up and down stairs. • When lifting buckets of water use correct carrying techniques e.g. balanced load, straight back and bent knees.
Cleaning, Maintenance, and storage – Electrical	<ul style="list-style-type: none"> • Disconnect unit from power prior to emptying wastewater tank. • Ensure hands are dry when disconnecting or handling electrical leads. Do not work with electrical equipment with wet hands. • Ensure any spills are cleaned up immediately.
3. Additional Information	
<ul style="list-style-type: none"> • For Additional Information contact the HSE Team. 	
4. Activity Risk Rating:	Medium (C3)