

SWMS Title:	Mechanical Scrubbing of Sales Floor	Description of Task / Activity:	Use of a mechanical self-propelled ride-on or walk behind floor scrubber to clean the sales floor.	
Partner Site:	All Partner Sites			
SWMS prepared by: Stuart Heydon	Position: Regional HSE Manager CIMS (NSW/ACT/NZ)	Date: 06/02/2024	SWMS reviewed by: Gavin Reiske	
Authorisation:				
Authorised by: Operational Business Unit Manager or Delegate		Date: 06/02/2024		

Hierarchy of Control	Risk Matrix																																																										
	<table border="1" style="width: 100%; border-collapse: collapse; background-color: #ffff00;"> <thead> <tr> <th colspan="6">RISK ASSESSMENT PROCESS</th> </tr> <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> </thead> <tbody> <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> </tbody> </table>					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 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																																																						
	<table border="1" style="width: 100%; border-collapse: collapse; background-color: #ffff00;"> <thead> <tr> <th colspan="6">RISK ASSESSMENT PROCESS</th> </tr> <tr> <th colspan="6" style="background-color: #ffff00;">Step 3 Calculate Risk</th> </tr> <tr> <th colspan="6" style="background-color: #ffff00;">Consequence</th> </tr> <tr> <th style="background-color: #0070c0; color: white;">Likelihood</th> <th style="background-color: #0070c0; color: white;">1</th> <th style="background-color: #0070c0; color: white;">2</th> <th style="background-color: #0070c0; color: white;">3</th> <th style="background-color: #0070c0; color: white;">4</th> <th style="background-color: #0070c0; color: white;">5</th> </tr> </thead> <tbody> <tr> <td style="background-color: #0070c0; color: white;">A</td> <td style="background-color: #00b050; color: white; text-align: center;">1 Low</td> <td style="background-color: #00b050; color: white; text-align: center;">3 Low</td> <td style="background-color: #00b050; color: white; text-align: center;">6 Low</td> <td style="background-color: #ffff00; color: white; text-align: center;">10 Medium</td> <td style="background-color: #ff0000; color: white; text-align: center;">15 High</td> </tr> <tr> <td style="background-color: #0070c0; color: white;">B</td> <td style="background-color: #00b050; color: white; text-align: center;">2 Low</td> <td style="background-color: #00b050; color: white; text-align: center;">5 Low</td> <td style="background-color: #ffff00; color: white; text-align: center;">9 Medium</td> <td style="background-color: #ff0000; color: white; text-align: center;">14 High</td> <td style="background-color: #ff0000; color: white; text-align: center;">19 Extreme</td> </tr> <tr> <td style="background-color: #0070c0; color: white;">C</td> <td style="background-color: #00b050; color: white; text-align: center;">4 Low</td> <td style="background-color: #ffff00; color: white; text-align: center;">8 Medium</td> <td style="background-color: #ffff00; color: white; text-align: center;">13 Medium</td> <td style="background-color: #ff0000; color: white; text-align: center;">18 High</td> <td style="background-color: #ff0000; color: white; text-align: center;">22 Extreme</td> </tr> <tr> <td style="background-color: #0070c0; color: white;">D</td> <td style="background-color: #00b050; color: white; text-align: center;">7 Low</td> <td style="background-color: #ffff00; color: white; text-align: center;">12 Medium</td> <td style="background-color: #ff0000; color: white; text-align: center;">17 High</td> <td style="background-color: #ff0000; color: white; text-align: center;">21 Extreme</td> <td style="background-color: #ff0000; color: white; text-align: center;">24 Extreme</td> </tr> <tr> <td style="background-color: #0070c0; color: white;">E</td> <td style="background-color: #ffff00; color: white; text-align: center;">11 Medium</td> <td style="background-color: #ff0000; color: white; text-align: center;">16 High</td> <td style="background-color: #ff0000; color: white; text-align: center;">20 Extreme</td> <td style="background-color: #ff0000; color: white; text-align: center;">23 Extreme</td> <td style="background-color: #ff0000; color: white; text-align: center;">25 Extreme</td> </tr> </tbody> </table>					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
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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Never	2. Current Controls
Preparation/Prestart - General	<ul style="list-style-type: none"> • Only cleaners who have been made aware of the hazards associated with scrubber operation including connecting and disconnecting battery chargers are to carry out these tasks. Do not operate any scrubber unless you have been trained. • Cleaners are to review and familiarise themselves with the operator’s manual, safe operating procedures and the operator and emergency controls for the scrubber that they are using, prior to use. • Perform prestart check to ensure scrubber is operating correctly HSEQ-FM-179 CIMS Scrubber Pre-start Checklist. Attach an out of service tag and report scrubber as faulty. Don't use equipment that is faulty or doesn't pass pre-start check. • Use of machine should be avoided during peak customer periods. • Mobile phones or other devices are not to be used while operating the scrubber, this includes the use of headphones and in ear listening devices. • Operator must wear hi-vis clothing or vest while operating scrubbers. • Ensure protective eyewear is worn while emptying the wastewater tank.
Preparation/Prestart – Chemical Hazard	<ul style="list-style-type: none"> • Don’t add chemical to the freshwater tank on the scrubber. This is due to the excess chemical on the floor can make it slippery.
Preparation/Prestart - Electrical Hazard	<ul style="list-style-type: none"> • The power point is to be switched off prior to disconnecting the charging lead. • Ensure scrubber batteries are fully charged and no faults on charger before disconnecting charger. Refer to scrubber operations manual. • Once the battery charging lead is disconnected stow the lead away safely off the ground to prevent damage to the lead.
Preparation/Prestart - Slips Trips and Falls	<ul style="list-style-type: none"> • Before starting to, while scrubbing floors and if the unit is stationary for long periods of time, check that there are no water leaks left from the unit. • Ensure that water leaks, spills, and excess water on the floor from scrubber are identified and cleaned up so nobody slips in it. Report excess water or leaks from scrubber. • Whenever excess water is on the floor "wet floor/cleaning in progress signs" are to be displayed around the area of the spillage until the spill is cleaned up and the floor is dry.

	<ul style="list-style-type: none"> • When filling the unit with water do not overfill and immediately clean up any spills.
<p>Mechanical Scrubber Operation - Striking or Being Struck by a Person or Object</p>	<ul style="list-style-type: none"> • Always give way to pedestrians when operating the scrubber and always remain at least 3 meters away from any person. • Ensure horn (where fitted) is sounded on approach to all aisle intersections. • Keys must not be left in ignition of unattended scrubber machine. Ensure emergency stop is activated before leaving machine. • Strobe lights, operating lights, and horn (where fitted) are to be tested and operational prior to use. • Ensure the scrubber and the operator can fit under low objects. Don't use machine under racking or other objects that are not high enough for the scrubber and operator to fit under. • Ensure the area to be scrubbed has been cleared of obstacles and debris. • Don't lean or hang body parts outside of the scrubber. And don't attempt to grab or pick up anything whilst the scrubber is moving. • The operators seat switch, on ride no scrubbers, will stop the drive motor when the operator leaves the seat during operation of the scrubber. • Releasing the Dead Man switch, on walk behind scrubbers, will bring the machine to an instant halt. • Switching the SAFETY SWITCH to the "0" position or operating the emergency stop will bring the machine to an intent halt. The SAFETY SWITCH will apply the brakes hard and has a direct effect on all machine functions, this switch is for emergency use only.
<p>Mechanical Scrubber Operation - Rollover</p>	<ul style="list-style-type: none"> • Use on flat surfaces only and don't turn unit sideways on any incline. • The scrubber function should not be used on hills or inclines. • Any inclines encountered on the travel to and from the storage area in the direction of travel should not exceed 15% gradient. • All inclines greater than 7% require the water tanks to be empty. • Don't use near any unprotected edges, stairs, or the top of inclines.

Mechanical Scrubber Operation - Manual Handling	<ul style="list-style-type: none"> • Ensure operators seat on the ride-on unit is correctly adjusted prior to operating the machine. • If using a ride-on scrubber, operators should be sitting upright when operating the machine. No bending over or slouching in the seat. • Walk behind scrubbers should be operated while standing up straight and walking along at a steady pace. Don't let the scrubber move so fast that the operator is having to keep up.
Shutdown and Stowing – Slips Trips and Falls	<ul style="list-style-type: none"> • Empty wastewater tank directly into the drain, do not allow water to run across any floors and clean up spills immediately
Shutdown and Stowing - Electrical Hazard	<ul style="list-style-type: none"> • Before connecting scrubber to battery charger, ensure hands are not wet and you are not standing in water. • Ensure battery charger power leads has been tested and tagged with an in-date test tag. • Check battery charger power lead is free from damage with no exposed wires or broken insulation. Attach an out of service tag and report faulty battery charger so it can be repaired. • Remove battery lead from scrubber and insert battery charger lead and turn on power to battery charger. Ensure battery is charging correctly and there are no faults. Report all faulty batteries or battery charges. Do not leave batteries on charge if charger or batteries are not charging correctly or have a fault. Refer to operators manual for information on charging batteries.
Maintenance - Manual Handling	<ul style="list-style-type: none"> • When replacing pads and removing/replacing the squeegee, ensure you maintain a comfortable kneeling position. Never twist the body or maintain an awkward posture.
3. Additional Information	
<ul style="list-style-type: none"> • For Additional Information contact the HSE Team. 	
4. Activity Risk Rating:	Medium (B3)