

SWMS Title:	Cleaning, Wiping, Dusting Below Shoulder Height	Description of Task / Activity:	Cleaning of all vertical and horizontal surfaces using spray cleaner and cloth.		
Partner Site:	All Partner Sites				
SWMS prepared by: Megan Simcock	Position: Regional HSE Manager CIMS	Date: 10/01/2024	SWMS reviewed by: Gavin Reiske		
Authorisation:					
Authorised by: Operational Business Unit Manager or Delegate			Date: 10/01/2024		

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.
Preparation/Prestart - Exposure to Cleaning Chemicals	<ul style="list-style-type: none"> Only cleaners who have been made aware of the hazards associated with cleaning chemicals are to use cleaning chemicals. Refer to Safety Data Sheet (SDS) for details of chemical, exposure hazards, safe handling storage, and first aid before using cleaning chemicals. Always wear Personal Protective Equipment (PPE) specified in SDS. Always wear rubber or non-latex gloves when handling cleaning chemicals and safety glasses when preparing cleaning chemicals for use. Always use and mix cleaning chemicals as per instructions on original bottle label. Don't mix cleaning chemicals together or use for other purposes than specified. Always store cleaning chemicals in the original container with the lid tightly on. Only diluted cleaning chemicals are to be stored in spray bottles with type of cleaner clearly marked on the outside.
Cleaning below Shoulder Height - Exposure to Chemicals.	<ul style="list-style-type: none"> Wear safety glasses whenever using spray bottles to apply cleaning chemicals.
Cleaning Below Shoulder Height - Manual handling	<ul style="list-style-type: none"> When damp wiping balance yourself with your free hand on any furniture etc to reduce strain on your back. Rinse out cloth often and change cleaning solution as required and rotate use of hands every two minutes when whipping/cleaning surfaces to reduce repetitive strain injuries. Cleaning cupboards, walls and other low surfaces use a low stool to sit on instead of bending down. Use short, handled mop to damp wipe low surfaces such as skirting boards. Do not perform damp wiping operations for extended periods without intervals of alternative tasks
Removing Stuck Objects and Stickers with Scraper - Cuts.	<ul style="list-style-type: none"> Wear cut-resistant gloves when using scraper. When using scraper, push away from the body, do not scrape towards yourself or anyone else. Always place blade protector over blade or ensure the blade is fully retracted when not using the scraper. Do not carry scraper in pockets.

<p>Cleaning of biological waste and bodily fluids – including exposure to animal faeces, vomit, human faeces, blood</p>	<ul style="list-style-type: none"> • Refer to HSEQ-PR-019 Infection Control and Disposal of Sharps Procedure • Only cleaners who have been made aware of the hazards associated with cleaning up biological waste and body fluids are permitted to clean them. • Wear additional PPE when cleaning biological waste or bodily fluids – mask, protective eye wear, double layer of disposable non-latex gloves. • When cleaning animal faeces, vomit and human faeces soak up any fluid with disposable cloth/paper towel dipped in the disinfectant mixture for initial removal then wipe area with disinfectant using a disposable cloth/paper towel. Undertake a final wipe with a cloth rinsed in fresh water. Ensure water is changed frequently and before undertaking a new cleaning task. • When cleaning up blood use disposable cloth/paper towel to clean the whole area, complete the clean of the area with disinfectant and a paper towel. • Place all contaminated disposable cloths/paper towels into a plastic bag along with the gloves. Double bag and dispose of in the site skip bin. • Wash hands thoroughly after cleaning is complete.
<p>3. Additional Information</p>	
<ul style="list-style-type: none"> • For Additional Information contact the HSE Team. 	
<p>4. Activity Risk Rating:</p>	<p>Low (A3)</p>