

SWMS Title:	Cleaning Windows, Glass and Mirrors	Description of Task / Activity:	Cleaning windows, mirrors and glass in office and Team Member areas and amenities.
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																																																										
	<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;">1 Low</td> <td style="background-color: #00b050; color: white;">3 Low</td> <td style="background-color: #00b050; color: white;">6 Low</td> <td style="background-color: #ffff00; color: white;">10 Medium</td> <td style="background-color: #ff0000; color: white;">15 High</td> </tr> <tr> <td style="background-color: #0070c0; color: white;">B</td> <td style="background-color: #00b050; color: white;">2 Low</td> <td style="background-color: #00b050; color: white;">5 Low</td> <td style="background-color: #ffff00; color: white;">9 Medium</td> <td style="background-color: #ff0000; color: white;">14 High</td> <td style="background-color: #ff0000; color: white;">19 Extreme</td> </tr> <tr> <td style="background-color: #0070c0; color: white;">C</td> <td style="background-color: #00b050; color: white;">4 Low</td> <td style="background-color: #ffff00; color: white;">8 Medium</td> <td style="background-color: #ffff00; color: white;">13 Medium</td> <td style="background-color: #ff0000; color: white;">18 High</td> <td style="background-color: #ff0000; color: white;">22 Extreme</td> </tr> <tr> <td style="background-color: #0070c0; color: white;">D</td> <td style="background-color: #00b050; color: white;">7 Low</td> <td style="background-color: #ffff00; color: white;">12 Medium</td> <td style="background-color: #ff0000; color: white;">17 High</td> <td style="background-color: #ff0000; color: white;">21 Extreme</td> <td style="background-color: #ff0000; color: white;">24 Extreme</td> </tr> <tr> <td style="background-color: #0070c0; color: white;">E</td> <td style="background-color: #ffff00; color: white;">11 Medium</td> <td style="background-color: #ff0000; color: white;">16 High</td> <td style="background-color: #ff0000; color: white;">20 Extreme</td> <td style="background-color: #ff0000; color: white;">23 Extreme</td> <td style="background-color: #ff0000; color: white;">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 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 checked="" type="checkbox"/>

1. Hazard / Hazardous Event	2. Current Controls
Preparation and 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 and Prestart - Exposure to Cleaning Chemical.	<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. Wear Personal Protective Equipment (PPE) specified in SDS. Always wear rubber or non-latex gloves when handling cleaning chemicals and safety glasses when cleaning above shoulder height or 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.
Preparation and Prestart - Pedestrian & Motorised Traffic	<ul style="list-style-type: none"> Barricade and sign work area to prevent unauthorised access where objects including water can fall on pedestrian traffic. Hi-visibility vest to be worn when cleaning windows near roads or driveways, in car parks, in loading docks or other areas where mobile plant or vehicles operate.
Spot Cleaning windows and Glass - Exposure to Chemicals.	<ul style="list-style-type: none"> Wear safety glasses whenever using spray bottles to apply window or glass cleaner. Wear safety glasses while cleaning windows or glass above shoulder height
Spot Cleaning Windows and Glass - Manual Handling	<ul style="list-style-type: none"> When cleaning windows with a cloth balance yourself with your free hand on any furniture etc to reduce strain on your back. Spray small areas of glass frequently and rotate use of hands every two minutes when cleaning windows and glass to reduce repetitive strain. Cleaning full length windows or glass partitions and other low surfaces use a low stool to sit on instead of bending down. Do not perform window spot cleaning for extended periods without intervals of alternative tasks.

<p>Periodic Window Cleaning using Squeegee - Slips, Trips and Falls</p>	<ul style="list-style-type: none"> • Wet Floor/Cleaning in progress signs are to be displayed on all approaches to the area where windows are being cleaned. • Only fill bucket with enough water to clean windows. Do not over fill the bucket. • Fill bucket with both hot and cold water. Don't use boiling hot water. • Fill the bucket as close to the area to be as cleaned as possible so buckets of water aren't being carried long distances. • Dry window frames and floors with absorbent cloth after cleaning each set of windows.
<p>Periodic Window Cleaning using Squeegee - Manual handling.</p>	<ul style="list-style-type: none"> • Use extension pole to clean window and glass above shoulder height. Use squeegee on extension pole for short periods with interval of alternative tasks.
<p>Removing Stuck Objects and Stickers with Scraper - Cuts.</p>	<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.

3. Additional Information	
<ul style="list-style-type: none">For Additional Information contact the HSE Team.	
4. Activity Risk Rating:	Low (A3)