

SWMS Title: Cleaning at Height Using Elevated Work Platform (EWP) Scissor lift	Description of Task / Activity: Cleaning at height Using Bunnings Scissor Lift to clean high-bay lights, walls beams and signs.		
Partner Site: All Partner Sites			
SWMS prepared by: Megan Simcock	Position: Regional HSE Manger 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				
<p style="text-align: center;">Elimination</p> <p style="text-align: center;">Substitution</p> <p style="text-align: center;">Engineering</p> <p style="text-align: center;">Administration</p> <p style="text-align: center;">PPE</p>	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)									
☒	☒	☐	☒	☒	☐	☒	☐	☐	☒

1. Hazard / Hazardous Event	2. Current Controls
Preparation/Prestart	<ul style="list-style-type: none"> Sign into sight Notify store/duty manager that height cleaning work will be undertaken in what areas and areas will be barricaded off for a short period of time. Obtain the keys to the scissor lift. Only cleaners who have successfully completed the yellow card EWP training are permitted to operate a scissor lift and must be the only person to operate scissor lift for this task. A spotter must be always present on the ground while the scissor lift is in operation and is not to be performing any other tasks. Spotter must have successfully completed the yellow card EWP training and have access to the ground controls of the scissor lift. All TM including scissor lift operator, cleaner and spotter are to wear Hi-Vis vest or safety clothing and safety shoes. Team discussion to be carried out before commencing work to ensure all team members are aware of the task being undertaken and that they all have appropriate PPE and licences. Perform prestart check to ensure scissor lift is operating correctly Attach an out of service tag and report EWP as faulty, so it can be repaired. Don't use equipment that is faulty or doesn't pass prestart check. Notify Bunnings Complex Manager or nominated person.
Preparation/Prestart - Electrical Hazard	<ul style="list-style-type: none"> Before disconnecting charge cable from the scissor, isolate the charge power by switching it off at the power point. Ensure battery charger power leads has been tested and tagged with current test tag and the lead is free from damage with no exposed wires, broken or pulled insulation. Attach an out of service tag and report faulty power lead. Notify Bunnings Complex Manager or nominate person. Roll up charging cable and stow so it is not runover or damaged by the scissor lift.
Preparation/Prestart - Striking or Being Struck by a Person or Object	<ul style="list-style-type: none"> Spotter must accompany scissor lift, walking in front of unit clearing path and making sure nobody gets in front of scissor lift, until work area is reached. Check for overhead hazards including roller doors, low ceilings gantries, beams, frames, and electrical cables, when moving scissor lift to work area. Ensure all tools and equipment carried on a scissor lift are secured before moving.

	<ul style="list-style-type: none"> • Work area must be barricaded to prevent TM or customers entering the no go zone. Special consideration is to be given on sites where children have access to no go zones.
<p>Cleaning at Height – Falls from Height</p>	<ul style="list-style-type: none"> • Do not stand on guard rail, kick boards, or lean out of guard rail. All occupants of the scissor lift must always have both feet flat on the platform. • Make use the self-closing gate is properly closed and working correctly. Never hold self-closing gate open. • Never clime off or on a moving scissor lift.
<p>Cleaning at Height - Struck by Falling Object</p>	<ul style="list-style-type: none"> • Ensure work area is barricaded with signs and barricades so people don't walk into the work area. Spotter to ensure TM, customers and others don't entre work area. • Don't clean outside of the barricaded area. Move the barricades and the scissor lift to the next work area. • Ensure the barricaded area is large enough to lower the any long-handled brushes without being a hazard to TM, customers, and others. • When assembling cleaning brushes and other cleaning equipment, always ensure all fittings are properly connected and securely attached to the next piece.
<p>Cleaning at Height - Manual Handling</p>	<ul style="list-style-type: none"> • Don't overreach or reach out of the scissor lift. Position the scissor lift so as cleaning can be easily undertaken or use an extension handled brush. • Ensure the any extension handles are long enough to allow cleaning at height while standing with both feet flat on the scissor lift platform.
<p>Cleaning at Height – Striking or Being Struck by a Person or Object</p>	<ul style="list-style-type: none"> • Ensure the work area is clear of objects and people before commencing cleaning at height. • Spotter is to ensure nobody enters the barricaded area while cleaning at height. • Ensure the scissor platform is lowered before moving the scissor lift to the next cleaning position. • When moving to next cleaning area or turning around a corner spotter is to be in front of scissor lift, clearing path and making sure nobody gets in front of scissor lift, until next work area is reached. • When leaving or entering an aisle operator is to sound horn.
<p>Cleaning at Height – Crushing hazard</p>	<ul style="list-style-type: none"> • Always give way to pedestrians when operating a scissor lift and always remain at least 3 meters away from any person. • Scissor lifts are not to be operated where a person is between the scissor lift and a solid object, such as pallet racking, walls, etc.

<p>Cleaning at Height – Dust Hazard</p>	<ul style="list-style-type: none"> • Cleaners should wear safety glasses and dust masks to avoid inhaling or ingesting dust being cleaned off high objects. • Damp cloths should be used to wipe dust from high objects where possible and can be reached using scissor lift.
<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>Shutdown and Stowing - Striking or Being Struck by a Person or Object</p>	<ul style="list-style-type: none"> • Spotter must accompany scissor lift, walking in front of unit clearing path and making sure nobody gets in front of scissor lift, until storage area is reached. • Check for overhead hazards including roller doors, low ceilings gantries, beams, frames, and electrical cables, when moving scissor lift to storage area. • Ensure all tools and equipment carried on a scissor lift are secured before moving.
<p>Shutdown and Stowing - Electrical Hazard</p>	<ul style="list-style-type: none"> • Before connecting scissor lift to charger battery, check the charge power is isolated by switching off at the power point. • Connect cable to scissor lift and then to the power outlet prior to turning on the power switch.

3. Additional Information	
<ul style="list-style-type: none">For Additional Information contact the HSE Team.	
4. Activity Risk Rating:	Medium (B3)