

<b>SWMS Title:</b>	Spot Mopping Floors	<b>Description of Task / Activity:</b>	Spot Mopping Floors
<b>Partner Site:</b>	All Partner Sites		
<b>SWMS prepared by:</b> Darren Morris	<b>Position:</b> Regional HSE Manager WA/SA/NT	<b>Date:</b> 30/09/2020	<b>SWMS reviewed by:</b> Glenn Henstock
<b>Authorisation:</b>			
<b>Authorised by:</b> Operational Business Unit Manager or Delegate		<b>Date:</b> 30/09/2020	

Hierarchy of Control	Risk Matrix																																																																																																								
	<table border="1" style="width: 100%; border-collapse: collapse; background-color: #e6f2ff;"> <thead> <tr style="background-color: #ffff00;"> <th colspan="5">RISK ASSESSMENT PROCESS</th> </tr> <tr style="background-color: #ffff00;"> <th style="width: 10%;">Step 1 Determine Probability</th> <th colspan="4">Step 2</th> </tr> <tr style="background-color: #0070c0; color: white;"> <th rowspan="2">LIKELIHOOD</th> <th colspan="4">CONSEQUENCE</th> </tr> <tr style="background-color: #0070c0; color: white;"> <th></th> <th>PERSON</th> <th>ASSETS</th> <th>ENVIRONMENT</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Practically impossible</td> <td>1</td> <td>Minor Near Miss</td> <td>Under \$500 Damage and Minimal Productivity Disruption.</td> <td>No Damage</td> </tr> <tr> <td>B</td> <td>Not Likely to Occur</td> <td>2</td> <td>First Aid Treatment Injury</td> <td>\$500–1000 Damage and/or Slight Production Disruption.</td> <td>Minor Damage</td> </tr> <tr> <td>C</td> <td>Unusual but Possible</td> <td>3</td> <td>MTI or Short Term LTI</td> <td>\$1000–5000 Damage and/or Production Disruption.</td> <td>Reversible Damage</td> </tr> <tr> <td>D</td> <td>Quite Possible</td> <td>4</td> <td>Long Term LTI</td> <td>\$5000–10,000 Damage and/or Project Contingency Plan Required.</td> <td>Serious Damage</td> </tr> <tr> <td>E</td> <td>Almost Certain</td> <td>5</td> <td>Fatality, Permanent Disability</td> <td>More than \$10,000 Damage and/or Large Reorganisation of Project.</td> <td>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	<table border="1" style="width: 100%; border-collapse: collapse; background-color: #e6f2ff;"> <thead> <tr style="background-color: #ffff00;"> <th colspan="6">RISK ASSESSMENT PROCESS</th> </tr> <tr style="background-color: #ffff00;"> <th colspan="6">Step 3 Calculate Risk</th> </tr> <tr style="background-color: #ffff00;"> <th colspan="6">Consequence</th> </tr> <tr style="background-color: #e6f2ff;"> <th>Likelihood</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <td>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: black;">10 Medium</td> <td style="background-color: #ff0000; color: white;">15 High</td> </tr> <tr> <td>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: black;">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>C</td> <td style="background-color: #00b050; color: white;">4 Low</td> <td style="background-color: #ffff00; color: black;">8 Medium</td> <td style="background-color: #ffff00; color: black;">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>D</td> <td style="background-color: #00b050; color: white;">7 Low</td> <td style="background-color: #ffff00; color: black;">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>E</td> <td style="background-color: #ffff00; color: black;">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 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 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 checked="" type="checkbox"/>

1. Hazard / Hazardous Event	2. Current Controls
Spot Mopping Floor – Slips as a result of the floor being wet due to spot mopping.	<ul style="list-style-type: none"> <li>• Only team members who have been made aware of the hazards associated with spot mopping are to carry out this task, this awareness training is to be recorded in the team member training register.</li> <li>• Wet Floor/Cleaning in progress signs are to be displayed on all approaches to the area being mopped.</li> </ul>
Hazardous Substances – For contact with all chemicals being used that are classified as a Hazardous Substance.	<ul style="list-style-type: none"> <li>• A Material Safety Data Sheet has been obtained for product being used.</li> <li>• A risk assessment has been completed for any hazardous substance being used, Team members are to be briefed on their contents and the training recorded; see the Chemical SDS Register for Chemical Risk Assessment.</li> <li>• Ensure PPE as detailed in the SDS is worn. As a minimum this includes, rubber/latex gloves, goggles and non-slip footwear.</li> </ul>
Cleaning Solutions – Frequent immersing of hands into water-based cleaning solutions resulting in potential skin conditions.	<ul style="list-style-type: none"> <li>• Check your skin regularly for signs of Dermatitis (eczema); such as dryness, itching or redness, and report any concerns to your Manager, who should inform the Health, Safety &amp; Environment Department of concern.</li> <li>• Wear disposable non latex gloves when carrying out cleaning tasks.</li> </ul>
3. Additional Information	
<ul style="list-style-type: none"> <li>• For Additional Information contact the HSE Team.</li> </ul>	
<b>4. Activity Risk Rating:</b>	<b>Medium (B3)</b>