

<b>SWMS Title:</b>	Cleaning Under Pallet Racks	<b>Description of Task / Activity:</b>	Cleaning Under Pallet Racks
<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> 13/01/2021	<b>SWMS reviewed by:</b> Glenn Henstock
<b>Authorisation:</b>			
<b>Authorised by:</b> National Operations Manager		<b>Date:</b> 13/01/2021	

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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					

1. Hazard / Hazardous Event	2. Current Controls
Prestart Inspection/Preparation – Slips, Trips, struck by moving vehicle	<ul style="list-style-type: none"> <li>Assess the area that requires cleaning.</li> <li>Always inspect (visually only) the area for hazards such as broken pallet boards with protruding nails prior to commencement of the task.</li> <li>Close access to the aisles by placing barricades at each entry point of the aisles or do the work after hours or when there is minimal activity within the warehouse.</li> <li>Place barricades in a position so that they can be easily seen to avoid entry and do not cause a traffic hazard within the warehouse.</li> </ul>
Movement of Pallets – slips, trips, manual handling, repetition, over exertion, lifting, team lifting	<ul style="list-style-type: none"> <li>Assess area for hazards (broken glass) or any hazardous objects.</li> <li>Where available and trained move pallets using a pallet rider or walkie stacker.</li> <li>If a pallet rider or walkie stacker is not available to use on site, a manual pallet jack can be used.</li> <li>Check the condition of the pallets and ensure stability of the pallet load prior to moving.</li> <li>Avoid using damaged pallets and report damage to Supervisor or Manager.</li> <li><a href="#">Refer to SWMS-237 Powered Material Handling Equipment (MHE)</a></li> <li><a href="#">Refer to SWMS-238 Non-Powered Material Handling Equipment (MHE)</a></li> </ul>
Clean using Fringe mop in centre aisle – slips, trips, manual handling, lifting	<ul style="list-style-type: none"> <li>When all debris has been swept to the middle of the aisle, commence using the fringe mop from the top of the aisle to the end, pick up debris and empty into bin as you go along if there is a lot of waste.</li> <li>Pick up larger items by hand; remove smaller debris by lobby pan and brush.</li> <li>Mop area using approved detergent.</li> <li>Clean three (3) aisles per shift, complete schedule by marking off aisles completed.</li> <li>Replace pallets to original location.</li> <li>Ensure correct PPE is worn ie non-slip footwear, goggles.</li> </ul>
<b>3. Additional Information</b>	
<ul style="list-style-type: none"> <li><b>For Additional Information contact the HSE Team.</b></li> </ul>	
<b>4. Activity Risk Rating:</b>	<b>Medium (C3)</b>