

<b>SWMS Title:</b>	Damp Wiping Above Shoulder	<b>Description of Task / Activity:</b>	Damp Wiping Above Shoulder
<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

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					
Likelihood	Consequence				
	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
Prestart Inspection/Preparation – Slips, Trips, manual handling	<ul style="list-style-type: none"> <li>Assess the area that requires Damp Wiped above shoulder height.</li> <li>Always inspect (visually only) the area for hazards such as sharps or blood/bodily fluids prior to commencement of damp wiping.</li> <li>Close access to the area until the job is completed (if practicable), or do the work after hours.</li> <li>Read SDS for details of chemical, exposure hazards, safe handling and storage, and first aid.</li> </ul>
Dilute Detergent – Chemical exposure, manual handling, slips trips	<ul style="list-style-type: none"> <li>Ensure you are using the correct colour coded mop and bucket.</li> <li>Dilute wipe away in bucket.</li> <li>Ensure PPE is worn including, non-slip footwear, goggles, rubber/latex gloves.</li> </ul>
Damp wipe surface above shoulder height – Chemical exposure, manual handling, slips, trips	<ul style="list-style-type: none"> <li>Damp the cloth and commence wiping the furniture and fittings, walls and amenities.</li> <li>When damp wiping balance yourself with your free hand on any furniture etc to reduce strain on your back.</li> <li>Rinse out cloth often and change cleaning solution as required – rotate use of hands every two minutes when wiping to reduce repetitive strain.</li> <li>Do not perform damp wiping operation for periods in excess of 30 minutes without a 5-minute interval of alternative tasks.</li> <li>Use short handled mop to damp wipe high surfaces such as ceilings.</li> <li>When finished wash out the cloth – empty and rinse the bucket – return equipment to cleaner’s store.</li> </ul> <p><b>MICROFIBRE CLOTHS</b></p> <ul style="list-style-type: none"> <li>Use a spray bottle to lightly spray water on the microfiber cloth – lightly dampen the cloth.</li> <li>Wipe the surface.</li> <li>Respray the cloth as required.</li> <li>For hard to move stains it may be necessary to spray the stain with an approved chemical.</li> <li>Allow time for the chemical to work.</li> <li>Wipe the area as normal.</li> </ul>
Equipment Sanitising & Storage – Chemical exposure, manual handling, slips, trips.	<ul style="list-style-type: none"> <li>After the job is complete, wash cloths in disinfectant solution.</li> <li>When storing in cleaner’s store, spin mop head and store on top of bucket.</li> <li>Store colour coded equipment separately – not in contact with different coloured equipment.</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>