

SWMS Title: Cleaning in Schaefer Mech Area	Description of Task / Activity: Cleaning in Schaefer Mech Area		
Partner Site: All Partner Sites			
SWMS prepared by: Darren Morris	Position: Regional HSE Manager WA/SA/NT	Date: 30/09/2020	SWMS reviewed by: Glenn Henstock
Authorisation:			
Authorised by: National Operations Manager		Date: 30/09/2020	

Hierarchy of Control	Risk Matrix																																																							
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Required PPE (Personal Protective Equipment)									
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

1. Hazard / Hazardous Event	2. Current Controls
<p>Pre-Start Inspection/ Preparation/ Isolation Slipping Tripping Manual Handling Hitting head Mechanical/ Electrical</p>	<ul style="list-style-type: none"> • Never perform task if you are not trained, if in doubt or need to ask a question. See your manager/ Supervisor. • Ensure appropriate PPE is worn and that any cuts and abrasions on hands are covered with a waterproof dressing. • All team members entering the Mech area are to confirm with Schaefer which Mech chamber they are to clean and then individually sign in onto the Schaefer Mech chamber attendance book. • Schaefer team member will then electrically lock out the mech chamber to be cleaned and confirm with City Cleaner that area is isolated via Schaefer LOTO process. • Cleaning team members can then enter the Mech chamber. • Ensure crane is clear of personnel, store it in the home position. • Assess the area that requires cleaning. • Always inspect (Visually Only!) the area for broken glass/hazards prior to commencement of task.
<p>Working in Mech area Slipping Tripping Manual Handling Hitting head Mechanical/ Electrical</p>	<ul style="list-style-type: none"> • Assess area for hazards (broken glass) or any hazardous objects. • Utilize two staff members to remove heavy items. • Commence the removal of the pallets from the top of the aisle to the end of the aisle. • Ensure staff are aware of the height of the racks when entering to clean. • Use industrial broom to sweep debris to the middle of the aisle. • Start from the top of the aisle and finish at the end. • When all debris has been swept to the middle of the aisle, commence using the scissor mop from the top of the aisle to the end, pick up debris and empty into rubbish bin as you go along, if there is a lot of waste. • Pick up larger items by hand; remove smaller debris by lobby pan and brush.
<p>Completion of Works Slipping Tripping Manual Handling Hitting head Mechanical/ Electrical</p>	<ul style="list-style-type: none"> • Visual inspection of the area regarding cleaning tools. • Remove all cleaning equipment from the chamber. • Ensure each cleaning team member working in the Mech chamber signs out of the Schaefer Mech Chamber attendance book. • The Schaefer team member will then electrically re-energise the Mech Chamber once all cleaning team members have signed out of the Mech chamber attendance book. • Clean all equipment.

- Wash hands thoroughly with soap and water and dry with paper towels.
- Note any hazards during the cleaning activity.

3. Additional Information

- For Additional Information contact the HSE Team.

4. Activity Risk Rating: **Medium (C3)**