

<b>SWMS Title:</b>	Cleaning Penthouse Air Handling Units	<b>Description of Task / Activity:</b>	Cleaning of Penthouse Units at Coles Distribution Centres
<b>Partner Site:</b>	Coles Distribution Centres		
<b>Qualifications Required</b>		<b>Training Required to Complete Work</b>	
Refer to <a href="#">HR-PO-13 Licenses &amp; Memberships Policy</a> Competently deemed Team Member		Completed City, Coles Group and other site specific inductions Refer to <a href="#">HR-MN-007 Safety and Compliance Training Catalogue</a> Refer to <a href="#">HR-MN-008 Technical Training Catalogue</a>	
<b>Plant/Equipment Required—Mobile or Static</b>		<b>Plant/Equipment Maintenance Checks Required</b>	
Scissor Lift Wet & Dry Vacuum Pressure Washer PPE Barricades Tarpaulins Water Resistant Roll Up Absorbent Blankets		Ensure PPE is in good order Isolate penthouse unit switches and test. Portable electrical tools and safety equipment to display current test tag. Conduct visual inspection on all portable plant and equipment items prior to use and confirm in serviceable condition. Tools test and tagged to be monitored by City Team Member(s)	
<b>Related WHS Legislation</b>			
Refer to <a href="#">HSEQ-FM-020 Compliance Obligation Register</a>			
<b>In the event of an Emergency</b>			
Refer to site emergency response plan. Call 000 for Police, Fire or Ambulance.			
<b>Developed / Reviewed by:</b>	Jennifer Hoffman	<b>Date</b>	04/09/2023
<b>Approved by:</b>	Gavin Reiske	<b>Date:</b>	04/09/2023

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

SEQUENCE/TASK DESCRIPTION	HAZARDS/RISKS	RISK LEVEL	RISK CONTROL MEASURES	NEW RISK LEVEL	ACTION BY:
List the tasks required to perform the activity in the sequence they are carried out.	What can harm you—Hazards? What can happen—Risks?	RISK LEVEL	List the control measures required to eliminate or minimise the risk of injury and detail how the control measures will be put in place.	NEW RISK LEVEL	Person Responsible
1. General Working Requirements	Nil		<ul style="list-style-type: none"> <li>Sign in to site</li> <li>Notify site/store management that work will be taking place in the area.</li> </ul>		City Team Members(s)

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			<ul style="list-style-type: none"> <li>• Discussion to be carried out before work commences to ensure all team members have appropriate PPE in serviceable condition.</li> <li>• Ensure works are scheduled in conjunction with City Technician / Approved Contractor who is required to be in attendance during penthouse cleans.</li> <li>• Review weather conditions prior to work commencing and determine if it is safe to proceed.</li> <li>• Electrical and Gas Isolation Work Permit is to be completed in accordance with partner requirements prior to carrying out the isolation of Electrical and LPG/Natural Gas.</li> <li>• Roof and Ceiling Space Work Permit is to be completed prior to the commencement of any work that requires access onto the roof / ceiling space. Permit also required when accessing Coles sites fitted with a solar photovoltaic (PV) system.</li> </ul> <p><b>Special Note:</b> If the access methods used control the risks of falls from heights such as the use of plant platforms, access ladders, handrails and designated walkways, a permit is not required to be completed.</p> <p><b>Applicable to Coles Distribution Centres Only:</b> An EWP and Scaffold Work Permit shall be completed if using an EWP (includes Scissor Lift) or if the erection and use of scaffold is required.</p>		
2. Set up work area Move tools and equipment to site	Manual Handling Strain / Crush Injury Lacerations Material Weight and size of object Pedestrian and motorised traffic	1 Med (C3)	<ul style="list-style-type: none"> <li>• Ensure correct manual handling techniques are used e.g. lift with back straight and knees bent.</li> <li>• Ensure distances to be travelled are minimised.</li> <li>• Barricade and isolate work area to prevent unauthorised access. Special consideration is to be given to appropriately protecting work areas when work is to be performed on sites where children are present.</li> </ul>	6 Low (B2)	City Team Member /s

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			<ul style="list-style-type: none"> <li>When working with knives or sharp objects cut resistant gloves to be worn.</li> <li>Hi/Vis safety vests to be worn at all times in Coles Distribution Centres.</li> <li>Barricade off a 10m x 20m area under penthouse air handling unit return air grate using suitable barriers.</li> <li>Provide suitable protection to ensure workers are protected from colliding with their surroundings or objects.</li> <li>All tools, equipment and accessories must be checked prior to use and secured using tool tethers appropriately.</li> <li>Erect barricades where required.</li> </ul>		
3. Access to Isolated Energy Sources	Electrocution Electric shock exposure to hazardous atmospheres Legislation Breach	17 High (D3)	<ul style="list-style-type: none"> <li>City Technician / Approved Contractor to ensure hazardous energy sources are "isolated and rendered inoperative" before any work is undertaken. Isolate SCADA System and penthouse unit switches and test.</li> <li>Ensure penthouse air handling unit smoke detectors and ammonia sensors are appropriately isolated.</li> <li>Ensure that all dangerous sources of energy are properly shut off and not started up again prior to the completion of maintenance or servicing work.</li> <li>Isolation tags etc. are only to be applied by a City Technician / Approved Contractor.</li> <li>After all energy sources have been isolated and tagged, City Technician / Approved Contractor shall complete and issue <b>HSEQ-FM-153 Penthouse Access Permit Form</b>.</li> <li>All team members who carry out works in the Penthouse air handling unit/s must sign onto <b>HSEQ-FM-153 Penthouse Access Permit Form</b></li> </ul>	3 Low (A2)	City Team members

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			after ensuring that all relevant energy isolations have been completed. <ul style="list-style-type: none"> <li>Cleaning team and Coles management must be advised when a tag is in use and for what purpose.</li> </ul>		
4. Setup scissor lift/equipment	Working at height Loss of power – Causing entrapment Loss of control – Causing falls and injury. Risk of falls – Causing crushing and Injury, or fatalities. Accidental movement Food contamination Fumes/dust	17 High (D3)	<ul style="list-style-type: none"> <li>Refer to SWMS-101 Working with Elevated Platform Vehicles – Scissor Lifts.</li> <li>Refer to SWMS-102 Working at Heights.</li> <li>Check and confirm compliance certificate.</li> <li>Perform pre-work checklist on the EWP</li> <li>Complete the EWP pre-start log book checklist</li> <li>Before the scissor lift is used for working at any height, make sure the batteries are fully charged.</li> <li>Before operations, inspect the levels of all liquids such as hydraulic oil, coolant, oil, fuel, etc.</li> <li>Before commencing use of the scissor lift, inspect all controls for proper functioning.</li> <li>Before commencing use, inspect all movements and make sure they are steady and smooth.</li> <li>Make sure that the gate/s and guard fence is able to close securely.</li> <li>Never use if the battery charge is low.</li> <li>Recharge the batteries before use.</li> <li>Never use a faulty equipment.</li> <li>Never use if the movements are jerky.</li> <li>Never use the unit if the stops or brakes are unable to prevent all movement of the unit.</li> <li>Inspect the operation of the gate latch.</li> </ul>	6 Low (B2)	City Team Members(s)

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			<ul style="list-style-type: none"> <li>Barricade work area underneath penthouse, all traffic to be excluded from area during works, test seals.</li> <li>Discuss with Supervisor and Coles Management shifting of food and stock pallets from underneath the penthouse air handling unit return air grate working area/s where required.</li> <li>Correct PPE including protective gloves where the possibility of hand lacerations.</li> <li>All tools and accessories must be secured appropriately.</li> <li>Avoid tying 240v extension cords to the railing of the EWP.</li> <li>Ground observer present at all times.</li> <li>Ensure to remain inside the EWP cage at all times and avoid standing on the railing.</li> <li>Wear protective dust mask and safety glasses when vacuuming the underside of the penthouse air handling unit return air grate/s.</li> </ul>		
5. Clean evaporator coil block, drip tray, internal surfaces within fan chamber, internal surfaces within return air chamber.	Spillage Burns Back injury Asphyxiation Falling Objects Crush Injuries Collisions. Skin Irritation Electrocutation Damage to fire protection equipment Slips/trips and falls Cold work environment	17 High (D3)	<ul style="list-style-type: none"> <li>Do not unlock open or enter the restricted access hatch doors to the chilled warehouse outgoing supply air chamber in the penthouse air handling unit/s where fitted.</li> <li>City cleaning team members are not to unplug drain pipework that is connected to the penthouse under any circumstances.</li> <li>City cleaning Team members to avoid deviating from any established mesh walkways in the penthouse area.</li> </ul> <div style="text-align: center;"> </div>	6 Low (B2)	City Team members

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			<ul style="list-style-type: none"> <li>All chemicals must be used in accordance with SDS requirements.</li> <li>All instructions for use given by the manufacturer must be followed.</li> <li>Appropriate washing facilities are to be provided on site to wash chemicals off the hands and skin. (eye wash /shower stations)</li> <li>Wear PPE - gloves, eye protection, face mask, wet weather suit and gum boots.</li> <li>Secure tarpaulins appropriately to the grate floor using spring clips to ensure no water or chemicals leak below onto the warehouse floor below the penthouse air handling unit return air grate working position/s.</li> <li>Ensure roll up absorbent blankets are positioned around the edges of the tarpaulins to ensure no water or chemicals leak below onto the warehouse floor below the penthouse air handling unit return air grate working position/s.</li> <li>Ensure coil metal guards have been placed on the penthouse air handling unit coils prior to using the high- pressure water spray.</li> <li>Ensure other team members are clear from the opposite side of the penthouse air handling unit coils prior to using the high-pressure water sprayer.</li> <li>Correct manual handling techniques to be used.</li> <li>Correct PPE including protective work gloves and safety glasses.</li> <li>Operators are competent, appropriately trained, and the high-pressure spray gun is less than 1800 psi.</li> <li>Avoid contact with fire protection sprinklers where possible.</li> <li>Ensure 240v electrical cords are placed under the tarpaulins in the air handling unit/s to protect from ingress of water.</li> <li>Wet and dry vacuum water build-up on the tarpaulins regularly.</li> </ul>		

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			<ul style="list-style-type: none"> <li>Remove ice build-up on floors and working areas prior to beginning works.</li> <li>Ensure good housekeeping in the penthouse air handling unit work area/s.</li> <li>Ensure to stay on designated penthouse walk-ways.</li> <li>Team members to avoid working in the freezer penthouse air handling units.</li> </ul>		
6. Apply chemicals to evaporator surface and flush coil surface	Spillage Burns Back injury Asphyxiation Falling Objects Crush Injuries Collisions. Skin Irritation Electrocutation	17 High (D3)	<ul style="list-style-type: none"> <li>Do not unlock open or enter the restricted access hatch doors to the chilled warehouse outgoing supply air chamber in the penthouse air handling unit/s where fitted.</li> <li>All chemicals must be used in accordance with SDS requirements.</li> <li>All instructions for use given by the manufacturer must be followed.</li> <li>Portable eye wash to be provided to wash chemicals off the hands and skin.</li> <li>Wear PPE - gloves, eye protection, face mask, wet weather suit and gum boots.</li> <li>Correct manual handling techniques to be used.</li> <li>Correct PPE including protective work gloves and safety glasses</li> </ul>	6 Low (A3)	City Team members
7. Clean all internal surfaces within air handling unit	Spillage Burns Musculoskeletal Injury Asphyxiation Falling Objects Crush Injuries Collisions. Skin Irritation Electrocutation High pressure water	17 High (D3)	<ul style="list-style-type: none"> <li>Do not unlock open or enter the restricted access hatch doors to the chilled warehouse outgoing supply air chamber in the penthouse air handling unit/s where fitted.</li> <li>All chemicals must be used in accordance with SDS requirements</li> <li>All instructions for use given by the manufacturer must be followed.</li> <li>Portable eye wash to be provided to wash chemicals off the hands and skin.</li> </ul>	6 Low (A3)	City Team members

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			<ul style="list-style-type: none"> <li>Wear PPE - gloves, eye protection, face mask, wet weather suit and gum boots.</li> <li>Correct manual handling techniques to be used.</li> <li>Correct PPE including protective work gloves and safety glasses.</li> <li>Secure tarpaulins appropriately to the grate floor using spring clips to ensure no water or chemicals leak below onto the warehouse floor below the penthouse air handling unit return air grate working position/s.</li> <li>Ensure roll up absorbent blankets are positioned around the edges of the tarpaulins to ensure no water or chemicals leak below onto the warehouse floor below the penthouse air handling unit return air grate working position/s.</li> <li>Ensure coil metal guards have been placed on the coils prior to using the high- pressure water spray.</li> <li>Ensure team members are clear from the other side of the coil prior to using the high-pressure water sprayer.</li> </ul>		
8. Flush and clean drip tray and condensate waste drain	Spillage Burns Musculoskeletal Injury Asphyxiation Falling Objects Crush Injuries Collisions. Skin Irritation Working at height	17 High (D3)	<ul style="list-style-type: none"> <li>All chemicals must be used in accordance with SDS requirements</li> <li>All instructions for use given by the manufacturer must be followed.</li> <li>Portable eye wash to be provided to wash chemicals off the hands and skin.</li> <li>Wear PPE - gloves, eye protection, face mask, wet weather suit and gum boots.</li> <li>Correct manual handling techniques to be used.</li> <li>Correct PPE including protective work gloves and safety glasses.</li> </ul>	6 Low (A3)	City Team members

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9. Apply coil treatment to evaporator coil and fit pan tablet to condensate waste drain pan.	Spillage Burns Back injury Asphyxiation Falling Objects Crush Injuries Collisions. Skin Irritation Electrocution	17 High (D3)	<ul style="list-style-type: none"> <li>All chemicals must be used in accordance with SDS requirements</li> <li>All instructions for use given by the manufacturer must be followed.</li> <li>Portable eye wash to be provided to wash chemicals off the hands and skin.</li> <li>Wear PPE - gloves, eye protection, face mask, wet weather suit and gum boots.</li> <li>Correct manual handling techniques to be used.</li> <li>Correct PPE including protective work gloves and safety glasses</li> </ul>	1 Low (A1)	City Team Members(s)
10. Apply chemical to air intake grill, clean air intake surface and ceiling area 2 meters in front of supply air discharge duct and wipe clean.	Spillage Burns Musculoskeletal Injury Asphyxiation Falling Objects Crush Injuries Collisions. Skin Irritation Electrocution	17 High (D3)	<ul style="list-style-type: none"> <li>All chemicals must be used in accordance with SDS requirements</li> <li>All instructions for use given by the manufacturer must be followed.</li> <li>Portable eye wash to be provided to wash chemicals off the hands and skin.</li> <li>Wear PPE - gloves, eye protection, face mask, wet weather suit and gum boots.</li> <li>Correct manual handling techniques to be used.</li> <li>Correct PPE including protective work gloves and safety glasses.</li> </ul>	4 Low (C1)	City Team members
11. Apply surface protection, wipe down racking and clean floor area underneath work area.	Spillage Burns Musculoskeletal Injury Asphyxiation Falling Objects Crush Injuries Collisions. Skin Irritation Electrocution Working at height	17 High (D3)	<ul style="list-style-type: none"> <li>All chemicals must be used in accordance with SDS requirements.</li> <li>All instructions for use given by the manufacturer must be followed.</li> <li>Portable eye wash to be provided to wash chemicals off the hands and skin.</li> <li>Wear PPE - gloves, eye protection, face mask, wet weather suit and gum boots.</li> <li>Correct manual handling techniques to be used.</li> </ul>	6 Low (A3)	City Team members

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			<ul style="list-style-type: none"> <li>Correct PPE including protective work gloves and safety glasses.</li> </ul>		
12. Apply chemical to fan assembly and wipe clean.	Spillage Burns Musculoskeletal Injury Asphyxiation Falling Objects Crush Injuries Collisions. Dust Skin Irritation Electrocutation Working at height	17 High (D3)	<ul style="list-style-type: none"> <li>All chemicals must be used in accordance with SDS requirements.</li> <li>All instructions for use given by the manufacturer must be followed.</li> <li>Portable eye wash to be provided to wash chemicals off the hands and skin.</li> <li>Wear PPE - gloves, eye protection, face mask, wet weather suit and gum boots.</li> <li>Correct manual handling techniques to be used.</li> <li>Correct PPE including protective work gloves and safety glasses.</li> </ul>	6 Low (A3)	City Team members
13. Remove and clean fan guards	Spillage Burns Musculoskeletal Injury Falling Objects Crush Injuries Collisions Electrocutation	17 High (D3)	<ul style="list-style-type: none"> <li>Take care when undoing bolts.</li> <li>Two man lift if required, ensure footing is secure.</li> <li>Wear PPE - gloves, eye protection, face mask, wet weather suit and gum boots.</li> <li>Correct manual handling techniques to be used.</li> <li>All instructions for use given by the manufacturer must be followed.</li> <li>All chemicals must be used in accordance with SDS requirements.</li> </ul>	6 Low (A3)	City Team members
14. Apply chemicals, Wipe clean and vacuum all surfaces.	Spillage Burns Back injury Asphyxiation Falling Objects Crush Injuries Collisions.	17 High (D3)	<ul style="list-style-type: none"> <li>All chemicals must be used in accordance with SDS requirements.</li> <li>All instructions for use given by the manufacturer must be followed.</li> <li>Portable eye wash to be provided to wash chemicals off the hands and skin.</li> <li>Wear PPE - gloves, eye protection, face mask, wet weather suit and gum boots.</li> </ul>	6 Low (A3)	

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	Skin Irritation Electrocutation		<ul style="list-style-type: none"> <li>Correct manual handling techniques to be used.</li> </ul>		
15. Remove tarpaulins, absorbent blankets, metal coil guards, tools and equipment.	Musculoskeletal injuries Falling objects Slip, trips and falls Manual handling Struck by moving plant Inhalation of dust or fumes Cuts Exposure to rotating equipment Crush Injuries Collisions	17 High (D3)	<ul style="list-style-type: none"> <li>Two man lift if required, ensure footing is secure.</li> <li>Wear PPE - gloves, eye protection, face mask, wet weather suit and gum boots.</li> <li>Correct manual handling techniques to be used.</li> <li>All instructions for use given by the manufacturer must be followed.</li> <li>Ensure the metal coil guards have been removed from the penthouse coils prior to removing the tarpaulins and roll up absorbent blankets.</li> <li>Ensure excess water and chemicals have been appropriately removed from tarpaulins using the wet and dry vacuum prior to removal of the tarpaulins in the penthouse air handling unit return air grate/s.</li> <li>Check for excess water or chemicals on the warehouse floor below the penthouse air handling unit return air grate/s and clean where appropriate.</li> <li>Ensure all tools, equipment, tarpaulins and roll up absorbent blankets have been removed prior to seeking restoration of isolations to the penthouse air handling unit/s.</li> <li>Check fire protection equipment has not been damaged or bumped during cleaning operations and report to Supervisor where appropriate.</li> </ul>	4 Low (C1)	City Team members
16. Remove isolations	Electrocutation Electric shock exposure to hazardous atmospheres	17 High (D3)	<ul style="list-style-type: none"> <li>Before all isolations are restored, all team members carrying out penthouse works shall sign off on <b>HSEQ-FM-153 Penthouse Access Permit Form</b> before leaving site.</li> </ul>	6 Low (A3)	City Team members

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	Installation left in a condition which is not electrically safe. Workgroup members still have access to the electrical equipment.		<ul style="list-style-type: none"> <li>• City Technician / Approved Contractor to restore plant to pre-operational configuration, which may include purging hazardous gases.</li> <li>• City Technician / Approved Contractor to ensure work is completed and made safe, equipment guards are in place, general housekeeping conducted and required documentation completed.</li> <li>• City Technician / Approved Contractor to remove locks and tags.</li> <li>• Confirm all cleaning team members are clear of all the penthouse air handling unit/s and remove group isolation lock.</li> </ul>		
17. Test operation of the unit	<p>Electrocution Electric shock exposure to hazardous atmospheres Energising untested equipment. Re-energisation of the high voltage equipment causing injury to persons or equipment damage.</p>	17 High (D3)	<ul style="list-style-type: none"> <li>• City Technician / Approved Contractor to return equipment to service and conduct tests and checks.</li> <li>• City Technician / Approved Contractor to confirm safe operation of equipment.</li> <li>• Once works have been completed and proven safe, return equipment to service.</li> <li>• Once equipment is functioning correctly, remove “Out of Service” signage from equipment.</li> <li>• City Technician / Approved Contractor to sign off <b>HSEQ-FM-153 Penthouse Access Permit Form</b> once work is complete.</li> <li>• City Technician / Approved Contractor to confirm fire protection equipment in the penthouse air handling units have been appropriately restored.</li> <li>• Inform FM that works are complete.</li> <li>• Record all work undertaken as per site procedures and store equipment tags and contractor personal tags.</li> </ul>	6 Low (A3)	City Team members

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18. Completing the task – exiting the work area	Strains and sprains Slips, trips or falls In the event of an emergency, Store awareness of who is on site	13 Med (C3)	<ul style="list-style-type: none"> <li>Remove tools and equipment from the work area and use correct manual handling techniques.</li> <li>Remove all waste materials and rubbish from the work area.</li> <li>Identify recyclable materials and arrange drop off to appropriate recycling centre.</li> <li>Waste materials to be disposed of in accordance with jurisdictional waste disposal requirements.</li> <li>Ensure worksite is clean and tidy.</li> <li>Remove barricades.</li> <li>Ensure area is free from trip hazards.</li> <li>Sign out of site.</li> </ul>	4 Low (C1)	City Team Member /s



### Instructions on How to Complete a SWMS:

1. Break the job/task down into steps.
2. Identify the 'Safety Hazards' associated with each step.
3. Use the 'Risk Matrix' to determine the risk of each hazard occurring with no controls in place and record the risk score.
4. Consider and document 'Control Measures' used to control the risk, use the 'Hierarchy of Control' to ensure all possible controls have been reviewed, document and record new risk score.
5. SWMS developed or reviewed onsite must be approved and signed by the Store Manager or Delegate prior to any works commencing.

Hierarchy of Control	Risk Matrix																																																																																																											
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