

<b>SWMS Title:</b>	Use of Sweeper Unit	<b>Description of Task / Activity:</b>	Use of Sweeper Unit
<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> 06/12/2023	<b>SWMS reviewed by:</b> Daniel Owen
<b>Authorisation:</b>			
<b>Authorised by:</b> National Operations Manager		<b>Date:</b> 06/12/2023	

Hierarchy of Control	Risk Matrix																																																							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5" style="background-color: #ffff00;">RISK ASSESSMENT PROCESS</th> </tr> <tr> <th colspan="2" style="background-color: #ffff00;">Step 1 Determine Probability</th> <th colspan="3" style="background-color: #ffff00;">Step 2</th> </tr> <tr> <th colspan="2" rowspan="2" style="background-color: #1a3d54; color: white;">LIKELIHOOD</th> <th colspan="3" style="background-color: #1a3d54; color: white;">CONSEQUENCE</th> </tr> <tr> <th style="background-color: #1a3d54; color: white;">PERSON</th> <th style="background-color: #1a3d54; color: white;">ASSETS</th> <th style="background-color: #1a3d54; color: white;">ENVIRONMENT</th> </tr> </thead> <tbody> <tr> <td style="background-color: #1a3d54; color: white;">A</td> <td style="background-color: #1a3d54; color: white;">Practically impossible</td> <td style="background-color: #1a3d54; color: white;">1</td> <td style="background-color: #1a3d54; color: white;">Minor Near Miss</td> <td style="background-color: #1a3d54; color: white;">Under \$500 Damage and Minimal Productivity Disruption.</td> <td style="background-color: #1a3d54; color: white;">No Damage</td> </tr> <tr> <td style="background-color: #1a3d54; color: white;">B</td> <td style="background-color: #1a3d54; color: white;">Not Likely to Occur</td> <td style="background-color: #1a3d54; color: white;">2</td> <td style="background-color: #1a3d54; color: white;">First Aid Treatment Injury</td> <td style="background-color: #1a3d54; color: white;">\$500–1000 Damage and/or Slight Production Disruption.</td> <td style="background-color: #1a3d54; color: white;">Minor Damage</td> </tr> <tr> <td style="background-color: #1a3d54; color: white;">C</td> <td style="background-color: #1a3d54; color: white;">Unusual but Possible</td> <td style="background-color: #1a3d54; color: white;">3</td> <td style="background-color: #1a3d54; color: white;">MTI or Short Term LTI</td> <td style="background-color: #1a3d54; color: white;">\$1000–5000 Damage and/or Production Disruption.</td> <td style="background-color: #1a3d54; color: white;">Reversible Damage</td> </tr> <tr> <td style="background-color: #1a3d54; color: white;">D</td> <td style="background-color: #1a3d54; color: white;">Quite Possible</td> <td style="background-color: #1a3d54; color: white;">4</td> <td style="background-color: #1a3d54; color: white;">Long Term LTI</td> <td style="background-color: #1a3d54; color: white;">\$5000–10,000 Damage and/or Project Contingency Plan Required.</td> <td style="background-color: #1a3d54; color: white;">Serious Damage</td> </tr> <tr> <td style="background-color: #1a3d54; color: white;">E</td> <td style="background-color: #1a3d54; color: white;">Almost Certain</td> <td style="background-color: #1a3d54; color: white;">5</td> <td style="background-color: #1a3d54; color: white;">Fatality, Permanent Disability</td> <td style="background-color: #1a3d54; color: white;">More than \$10,000 Damage and/or Large Reorganisation of Project.</td> <td style="background-color: #1a3d54; color: white;">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						
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;"> <thead> <tr> <th colspan="6" style="background-color: #ffff00;">RISK ASSESSMENT PROCESS</th> </tr> <tr> <th colspan="6" style="background-color: #ffff00;">Step 3 Calculate Risk</th> </tr> <tr> <th colspan="6" style="background-color: #ffff00;">Consequence</th> </tr> <tr> <th style="background-color: #1a3d54; color: white;">Likelihood</th> <th style="background-color: #1a3d54; color: white;">1</th> <th style="background-color: #1a3d54; color: white;">2</th> <th style="background-color: #1a3d54; color: white;">3</th> <th style="background-color: #1a3d54; color: white;">4</th> <th style="background-color: #1a3d54; color: white;">5</th> </tr> </thead> <tbody> <tr> <td style="background-color: #1a3d54; color: white;">A</td> <td style="background-color: #008000; color: white; text-align: center;">1 Low</td> <td style="background-color: #008000; color: white; text-align: center;">3 Low</td> <td style="background-color: #008000; color: white; text-align: center;">6 Low</td> <td style="background-color: #ffff00; color: white; text-align: center;">10 Medium</td> <td style="background-color: #ff0000; color: white; text-align: center;">15 High</td> </tr> <tr> <td style="background-color: #1a3d54; color: white;">B</td> <td style="background-color: #008000; color: white; text-align: center;">2 Low</td> <td style="background-color: #008000; color: white; text-align: center;">5 Low</td> <td style="background-color: #ffff00; color: white; text-align: center;">9 Medium</td> <td style="background-color: #ff0000; color: white; text-align: center;">14 High</td> <td style="background-color: #ff0000; color: white; text-align: center;">19 Extreme</td> </tr> <tr> <td style="background-color: #1a3d54; color: white;">C</td> <td style="background-color: #008000; color: white; text-align: center;">4 Low</td> <td style="background-color: #ffff00; color: white; text-align: center;">8 Medium</td> <td style="background-color: #ffff00; color: white; text-align: center;">13 Medium</td> <td style="background-color: #ff0000; color: white; text-align: center;">18 High</td> <td style="background-color: #ff0000; color: white; text-align: center;">22 Extreme</td> </tr> <tr> <td style="background-color: #1a3d54; color: white;">D</td> <td style="background-color: #008000; color: white; text-align: center;">7 Low</td> <td style="background-color: #ffff00; color: white; text-align: center;">12 Medium</td> <td style="background-color: #ff0000; color: white; text-align: center;">17 High</td> <td style="background-color: #ff0000; color: white; text-align: center;">21 Extreme</td> <td style="background-color: #ff0000; color: white; text-align: center;">24 Extreme</td> </tr> <tr> <td style="background-color: #1a3d54; color: white;">E</td> <td style="background-color: #ffff00; color: white; text-align: center;">11 Medium</td> <td style="background-color: #ff0000; color: white; text-align: center;">16 High</td> <td style="background-color: #ff0000; color: white; text-align: center;">20 Extreme</td> <td style="background-color: #ff0000; color: white; text-align: center;">23 Extreme</td> <td style="background-color: #ff0000; color: white; text-align: center;">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 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

1. Hazard / Hazardous Event	2. Current Controls
Pre-Start Checklists	<ul style="list-style-type: none"> <li>• Before using the machine, a Pre-Start Check must be conducted to ensure the machine is able to operate safely.</li> <li>• Refer to <b>HSEQ-FM-114 DC Cleaning Equipment Pre-Start Checklist</b>, fill out the appropriate sections, record any faults or issues to line manager prior to use, tag out of service where required and:               <ul style="list-style-type: none"> <li>○ Apply the park brake, turn off the motor, remove the keys and allow to sufficiently cool prior to opening covers, checking brushes or during break down conditions.</li> <li>○ Park the sweeper safely away from other mobile plant traffic where possible.</li> <li>○ Remove potential slip and trip hazards from the sweeper parking area/s when observed.</li> <li>○ Check on top of the sweeper cabinet and other surfaces for foreign objects, tools, and equipment.</li> <li>○ Engine cover gas struts/props are working correctly, and the cover is in a closed/locked position prior to use.</li> <li>○ Regularly undertake housekeeping in the cab area/s.</li> </ul> </li> <li>• The machine is to be checked before use for serviceability and if any faults are found the equipment is not to be used and the fault reported to your line Manager.</li> <li>• When emptying debris hopper, ensure this is done in a General Waste front lift bin.</li> <li>• Wear cut resistant gloves when changing sweeper brushes and working around sharp edges.</li> <li>• Adjust the Operators seat to a comfortable position and report any defects to line manager prior to operating.</li> <li>• Check the seat vibration dampener is working correctly prior to operating where fitted.</li> <li>• City Maintenance Specialist to complete inspection/changing/cleaning of the rear hopper brush on all sweepers that do not have a locking key.</li> <li>• If inspecting/changing/cleaning the rear hopper brush in the raised position, ensure the locking key is engaged where available.</li> <li>• Prior to inspecting / changing or cleaning the ASC M8 diesel hopper brush where there is no locking key ensure:               <ul style="list-style-type: none"> <li>○ The hydraulic hopper is supported appropriately using a safety prop or blocking.</li> <li>○ Rear hopper is raised enabling inspection/changing of the brush from a comfortable ground level position.</li> </ul> </li> </ul>
Operation of the Power Sweeper	<ul style="list-style-type: none"> <li>• T800 &amp; ASC Eurika M8 sweepers to be only to be used externally and never used in enclosed spaces, such as Chiller and ambient warehouse areas.</li> <li>• Sweepers must no be be operated on public roads, unless the unit is registered for road use and the operator has a drivers licence.</li> <li>• Consult line manager prior to moving heavy obstructions and use mechanical lifting aids/Team lifts if required.</li> </ul>

- Prior to entering/exiting the sweeper check ground is clear of rocks, uneven/slippery/loose surfaces, oils, tools, mud, and obstructions.
- Use the fitted grab handles and side steps where fitted prior to entering/exiting the cab.
- When operating sweepers and where applicable ensure to:
  - Control the movement of the door using your arm, shoulder, and bottom to prevent the door from slamming against the body or other limbs in high winds.
  - Check the mirrors and surrounding areas prior to opening the cab door.
  - Securely close the doors and use the seat belt prior to travelling.
  - Check pedestrian crush hazards between the front hydraulically operated sweeper arm and sweeper body.
  - Use mirrors and check pedestrians while reversing and using the hydraulically operated hopper.
  - Store all tools and equipment in correct, secure locations within the sweeper body.
  - Use the cab lockers, door pockets for appropriate loose items or safely stow objects behind the seat.
  - Engage the cab air conditioning when required for appropriate thermal comfort or when windows fog.
  - Avoid overfilling of the water tank and the drainage hose is fitted and secured.
  - Use headlights and lighting during poor lighting conditions.
  - Avoid removing motor side covers and allow engine to cool prior to checking oil and water.
  - Use both hands on the steering wheel.
- Do not turn and/or parking sweepers on sloping surfaces and use two hands on the steering wheel.
- Machine is only to be used by trained, authorised and competent team members.
- Training is to be denoted in the team member training register.
- Ensure seat belt is worn when operating the machine.
- Keep all body limbs within the Sweeper whilst in operation.
- Use of machine should be avoided during peak customer periods.
- Ensure cabin floor and foot controls are clear from mud/dust/oils/tools/equipment prior to operating.
- Machine is to be maintained as recommended by the manufacturer.
- Only appropriately trained and authorised persons to repair the motor and components of the sweeper.
- Frequently check the brushes to remove obstructions picked up during operation including wire, string, or twine.
- Ensure to use dust control water spray to control dust.
- Operator to regularly look behind, when safe to do so; to check that the machine is operating correctly, picking up debris and not emitting dust.
  - Stop operation of machine.
  - Complete an inspection of the filter system, clean and replace.

	<ul style="list-style-type: none"> <li>○ If issue continues, call for assistance.</li> <li>○ Do not leave the area unattended.</li> <li>○ Report faults to a Supervisor; do not use machine until the fault has been rectified.</li> <li>● Follow a designated route when using for routine cleaning.</li> <li>● Avoid parking sweepers in doorways, exit and entry points, other MHE travel routes or walkways.</li> <li>● During breakdown conditions inspect in daylight hours or use a torch where required.</li> <li>● Prior to exiting the sweeper cab ensure to:             <ul style="list-style-type: none"> <li>○ Park on a level surface and safe area away from other traffic and pedestrians.</li> <li>○ The sweeper has come to a complete stop.</li> <li>○ The park brake is applied, and the engine is switched off with keys removed.</li> <li>○ Avoid jumping from the cab to the ground.</li> </ul> </li> <li>● When changing the cleaning brushes, follow the manufacturer’s instructions and allow to sufficiently cool.</li> </ul>
Workplace transport – contact with pedestrians and stationary objects	<ul style="list-style-type: none"> <li>● Do not operate the Sweeper within 2 metres of other City, Coles, Contractor Team members and vehicles.</li> <li>● Always give way to pedestrians when in use and drive away from sun glare where possible.</li> <li>● Check the area around you before moving off and allow for turn radius of the front and rear of the sweeper.</li> <li>● Assess and inspect the area/s for potholes and surface irregularities and avoid where possible.</li> <li>● Operators to:             <ul style="list-style-type: none"> <li>○ Sound the horn when approaching other Operators and pedestrians, around blind corners, leaving and entering isles.</li> <li>○ Drive the sweeper with due care and follow local traffic plans.</li> <li>○ Approach crossings with at appropriate speeds.</li> <li>○ Give way to pedestrians at crossings and other MHE entries.</li> <li>○ Use the mirrors and rotating light when reversing and plan the shortest reversing path.</li> <li>○ Turn the headlights and lighting on during poor lighting conditions.</li> </ul> </li> <li>● Ensure any rotating brushes remain clear of pallets, stock, racking, bins, materials, and equipment.</li> <li>● Reversing Audio Warning – Is to be operating when in use.</li> <li>● Ensure Flashing lights are operating when unit is in use and use mirrors when reversing.</li> </ul>
Manual Handling – Injuries to and conditions due to poor posture and handling	<ul style="list-style-type: none"> <li>● When removing/replacing the sweeper brushes, adopt a position which does not require bending or stooping (kneeling is the preferred option) to reduce the risk of injury.</li> <li>● Use correct spanners when loosening or tightening sweeper brush securing nuts and bolts.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure the sweeper has been parked safely away from traffic, park break applied, motor turned off and keys removed when replacing rotating brushes.</li> <li>• Use correct manual handling practices with knees bent, back straight and load close to the body.</li> <li>• Avoid overextending body joints outside of comfortable operating range.</li> <li>• Avoid excessive twisting, pulling, or pushing movement when using the machine.</li> </ul>
Electricity – Electric shock during connecting and disconnecting battery charger	<ul style="list-style-type: none"> <li>• Battery charger is to have a current test tag attached.</li> <li>• The power socket is to be switched off when connecting and disconnecting the charging lead.</li> <li>• Make sure the lead is put away correctly to prevent damage.</li> <li>• Battery lead is to be checked for serviceability before connecting it to the battery.</li> <li>• When disconnecting charging lead, pull the plug not the lead.</li> <li>• Once disconnected stow the lead away safely.</li> </ul>
Refuelling diesel-powered units	<ul style="list-style-type: none"> <li>• <b>Do not store more than 10L of diesel fuel in containers on site and:</b> <ul style="list-style-type: none"> <li>○ Store fuel containers in the shade, in a chemical cabinet away from other incompatible chemicals.</li> <li>○ Keep containers securely sealed and check for any leaks.</li> <li>○ Refer and follow the hazardous chemical chart nearby.</li> </ul> </li> <li>• Refuel units at diesel bowsers located in each DC where available and avoid using fuel containers where possible.</li> <li>• Ensure no flammable items are in the refuelling area or the bowser when refuelling the sweeper.</li> <li>• Avoid the following:           <ul style="list-style-type: none"> <li>○ Using Diesel fuel containers larger than 10L to decant diesel fuel.</li> <li>○ Decanting fuel near hot works and maintain over 10m clearance.</li> <li>○ Decanting fuel near any flammable or combustible items.</li> <li>○ Body twisting when lifting fuel containers.</li> </ul> </li> <li>• Ensure when transporting fuel containers any lids and containers are secured correctly.</li> <li>• Sought and use a manual handling aid to lift and transport fuel containers to the sweeper at DC sites.</li> <li>• <b>When decanting diesel fuel into sweepers ensure this is performed by City Maintenance Specialist and:</b> <ul style="list-style-type: none"> <li>○ The sweeper engine has cooled sufficiently.</li> <li>○ A class B – dry chemical powder fire extinguisher is at hand and immediately nearby.</li> <li>○ To use a suitable and appropriate wide funnel, fitting comfortably into the neck of the sweeper filler.</li> <li>○ Best practice to use a suitable second person in securing the funnel to avoid potential spills.</li> <li>○ 10L fuel containers are labelled ‘Diesel Fuel’.</li> <li>○ A safety step is used if lifting fuel containers above shoulder height.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Diesel fuel is decanted using containers in open areas only and avoid refuelling inside warehouse areas.</li> <li>○ To stand as close as possible to the refuelling point.</li> <li>○ Avoid refuelling near storm water drains and ensure the sweeper is at a safe distance away from drains.</li> <li>● Take care not to spill any diesel when refuelling and clean up spills immediately using the spill kit.</li> <li>● Wear safety glasses and nitrile gloves when refuelling sweepers.</li> <li>● Ensure to switch off the unit when refuelling, never refuel the unit with the engine running and apply the park brake.</li> <li>● When refuelling the sweeper, park the sweeper away from other MHE, vehicle travel routes and site walkways.</li> <li>● Do not use or bring any flammable items into the area when refuelling.</li> <li>● Where decanting diesel fuel arrange for a spill kit to be available at hand next to the sweeper.</li> <li>● In case of fire and where safe to do so:             <ul style="list-style-type: none"> <li>○ Use the fire extinguisher located near the bowser or:</li> <li>○ Arrange and use the extinguisher when decanting diesel fuel.</li> <li>○ Where decanting diesel, arrange for a class B – Dry Chemical Powder extinguisher to be immediately at hand.</li> </ul> </li> <li>● Do not smoke when refuelling.</li> <li>● Do not use your mobile phone when refuelling.</li> </ul>
Unauthorised use – Accidents due to use by untrained team members	<ul style="list-style-type: none"> <li>● Key is to be kept in key press when machine is not in use.</li> <li>● The machine is not to be left unattended while in use.</li> <li>● Avoid using emergency site fire hydrants to fill sweeper dust control water tanks.</li> </ul>
Obstacles – Immediate Danger of hitting persons or objects	<ul style="list-style-type: none"> <li>● Pulling the EMERGENCY _OFF connector will bring the machine to a halt at once.</li> </ul>
<b>3. Additional Information</b>	
<ul style="list-style-type: none"> <li>● For Additional Information contact the HSE Team.</li> </ul>	
<b>4. Activity Risk Rating:</b>	<b>Medium (C3)</b>