

SWMS Title:	Vacuum – Carpet Extractor	Description of Task / Activity:	Vacuum – Carpet Extractor
Partner Site:	All Partner Sites		
SWMS prepared by: Darren Morris	Position: Regional HSE Manager WA/SA/NT	Date: 18/12/2023	SWMS reviewed by: Daniel Owen
Authorisation:			
Authorised by: Operational Business Unit Manager or Delegate		Date: 18/12/2023	

Hierarchy of Control	Risk Matrix																																																																																																							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #ffff00;"> <th colspan="5">RISK ASSESSMENT PROCESS</th> </tr> <tr style="background-color: #ffff00;"> <th colspan="2" style="text-align: left;">Step 1 Determine Probability</th> <th colspan="3" style="text-align: center;">Step 2</th> </tr> <tr style="background-color: #0070c0; color: white;"> <th colspan="2" rowspan="2">LIKELIHOOD</th> <th colspan="3">CONSEQUENCE</th> </tr> <tr style="background-color: #0070c0; color: white;"> <th>PERSON</th> <th>ASSETS</th> <th>ENVIRONMENT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A</td> <td style="text-align: center;">Practically impossible</td> <td style="text-align: center;">1</td> <td>Minor Near Miss</td> <td>Under \$500 Damage and Minimal Productivity Disruption.</td> <td>No Damage</td> </tr> <tr> <td style="text-align: center;">B</td> <td style="text-align: center;">Not Likely to Occur</td> <td style="text-align: center;">2</td> <td>First Aid Treatment Injury</td> <td>\$500–1000 Damage and/or Slight Production Disruption.</td> <td>Minor Damage</td> </tr> <tr> <td style="text-align: center;">C</td> <td style="text-align: center;">Unusual but Possible</td> <td style="text-align: center;">3</td> <td>MTI or Short Term LTI</td> <td>\$1000–5000 Damage and/or Production Disruption.</td> <td>Reversible Damage</td> </tr> <tr> <td style="text-align: center;">D</td> <td style="text-align: center;">Quite Possible</td> <td style="text-align: center;">4</td> <td>Long Term LTI</td> <td>\$5000–10,000 Damage and/or Project Contingency Plan Required.</td> <td>Serious Damage</td> </tr> <tr> <td style="text-align: center;">E</td> <td style="text-align: center;">Almost Certain</td> <td style="text-align: center;">5</td> <td>Fatality, Permanent Disability</td> <td>More than \$10,000 Damage and/or Large Reorganisation of Project.</td> <td>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	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #ffff00;"> <th colspan="6">RISK ASSESSMENT PROCESS</th> </tr> <tr style="background-color: #ffff00;"> <th colspan="6">Step 3 Calculate Risk</th> </tr> <tr style="background-color: #ffff00;"> <th colspan="6">Consequence</th> </tr> <tr style="background-color: #0070c0; color: white;"> <th>Likelihood</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A</td> <td style="text-align: center;">1 Low</td> <td style="text-align: center;">3 Low</td> <td style="text-align: center;">6 Low</td> <td style="text-align: center;">10 Medium</td> <td style="text-align: center;">15 High</td> </tr> <tr> <td style="text-align: center;">B</td> <td style="text-align: center;">2 Low</td> <td style="text-align: center;">5 Low</td> <td style="text-align: center;">9 Medium</td> <td style="text-align: center;">14 High</td> <td style="text-align: center;">19 Extreme</td> </tr> <tr> <td style="text-align: center;">C</td> <td style="text-align: center;">4 Low</td> <td style="text-align: center;">8 Medium</td> <td style="text-align: center;">13 Medium</td> <td style="text-align: center;">18 High</td> <td style="text-align: center;">22 Extreme</td> </tr> <tr> <td style="text-align: center;">D</td> <td style="text-align: center;">7 Low</td> <td style="text-align: center;">12 Medium</td> <td style="text-align: center;">17 High</td> <td style="text-align: center;">21 Extreme</td> <td style="text-align: center;">24 Extreme</td> </tr> <tr> <td style="text-align: center;">E</td> <td style="text-align: center;">11 Medium</td> <td style="text-align: center;">16 High</td> <td style="text-align: center;">20 Extreme</td> <td style="text-align: center;">23 Extreme</td> <td style="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 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"/>	<input checked="" type="checkbox"/>				

1. Hazard / Hazardous Event	2. Current Controls
<p>Prestart Inspection/Preparation – Slips, Trips, manual handling, electrical shock.</p>	<ul style="list-style-type: none"> • Where manual handling: <ul style="list-style-type: none"> ○ Maintain a straight back. ○ Bend your kness. ○ Keep load close to your body. ○ Avoid body twisting. • Undertake a discussion with the site representative prior to vacuuming to ensure that it is being conducted out side of peak times. • Ensure furniture that is required to be moved, has been moved prior to commencement of vacuuming. • Avoid moving heavy furniture that does not have wheels attached. • Should staff still be working in the area you are required to use the extractor please ensure they are happy for you to commence due to the noise and potential slip/trip hazards. • Always inspect (visually only) the area for hazards such as sharps or blood/bodily fluids prior to commencement of extractor use. • Place safety sign/s in a position so that they can be easily seen to avoid any trip hazards, especially electrical leads and hoses. • Check and inspect on the extractor prior to use: <ul style="list-style-type: none"> ○ 240v electrical cords, controls, switches are in good working order and electrical cords are in test/tag date. ○ Wheels and correct rotation. ○ Pneumatic tyres for correct inflation where fitted. ○ All Controls, buttons, connections and switches. • Where the above items are defective/working, report to Team leader/Supervisor to affix an 'Out of Service' tag. <div style="text-align: center;"> </div>
<p>Filling and emptying extractor recovery and solution tanks. Using carpet cleaning solution and tablets. Checking all connections, hoses and fittings</p>	<ul style="list-style-type: none"> • When adding liquid cleaning solution or tablets to the solution tank: <ul style="list-style-type: none"> ○ Wear safety glasses and chemical gloves ○ Use in well ventilated areas. ○ Utilize a hose to fill the solution tank where possible.

	<ul style="list-style-type: none"> ○ Add the cleaning solution or tablet after the solution tank has been filled with water. ● Disconnect the extractor from the general power outlet prior to filling or emptying recovery and solution tanks. ● Do not use wet hands when handling 240v electrical cords ● Use a hose to a drainage point where possible to recovery tanks. ● Karcher extractor recovery tank: <ul style="list-style-type: none"> ○ Use the drainage hose into a drainage point where possible. ○ Avoid lifting the tank alone when past half full. ○ Use buckets if the tank is over half full and unable to use a drainage hose. ○ Utilize both handles when lifting the tank and place the extractor as close as possible to a drainage point. ● Use hoses to fill and empty recovery and solution tanks where possible. ● Avoid using buckets over 10L and keep the load to a manageable level. ● Move the extractor as close as possible to a drainage or filling point. ● Wear safety glasses and chemical gloves when decanting liquid cleaning solution or placing cleaning tablets onto solution tanks. ● Ensure necessary repairs to the extractor are completed by qualified and trained service personnel. ● Refer to carpet cleaning detergent and tablet SDS in the cleaners room using the QR code.
<p>Moving vacuum to work site</p>	<ul style="list-style-type: none"> ● Push the extractor using the handles and use the wheels when transporting. ● Move the extractor to different floor levels using an elevator. ● Check: <ul style="list-style-type: none"> ○ The extension cord has been secured prior to transporting the extractor. ○ Both the recovery and solution tanks have lids secured correctly before moving the extractor ○ Working areas and rooms for smoke detectors and follow up isolation where detectors are present. ● Wear correct safety footwear. ● Avoid pushing and using the extractor on slopes greater than 10 degrees and seek assistance where required.
<p>Commence Vacuuming – slips, trips, manual handling, electrical shock, entanglement, crushing, ergonomics, poor lighting, and suction.</p>	<ul style="list-style-type: none"> ● Avoid the following: <ul style="list-style-type: none"> ○ Placing the main part of the extractor body within 2m above a stair case. ○ Walking backwards with the extractor and placing your body between the extractor and 2m of stairs. ○ Walking backwards with the extractor and approaching walls, rails, desks or other solid objects. ○ Picking up the main body of the extractor. ○ Raising the Karcher recovery tank past shoulder height. ○ Using the extractor close to electrical power boards. ○ Plugging the extractor into plug boards with double adaptors. ○ Unplugging the 240v electrical cord by pulling the cord and not gripping the plug.

- Unplugging the 240v electrical cord from the power supply with the extractor on.
- Placing hands or other body parts inside the recovery or solution tanks.
- Connecting or removing extractor hoses while the extractor pump or vacuum function is switched on.
- Placing hands or body parts over the end of suction hoses while the vacuum function is on.
- Running over the 240v electrical cord with the extractor.
- Touching hot components of the extractor without allowing to sufficiently cool.
- Dragging the 240v electrical cord through water.
- Pulling the 240v electrical cord to move the extractor.
- Pulling the 240v electrical cord over or around sharp edges or corners.
- Placing the 240v electrical cord on hot surfaces.
- Performing extractor work for more than 30 minutes without a 5 minute interval performing alternate tasks.
- Ensure the extractor pump/vacuum switches are in the off position and power supply tuned off prior to:
 - Connecting vacuum hoses, heads, pipes and metal couplings.
 - Inspecting and touching rotating brushes where fitted.
 - Removing debris trays behind the rotating brush on the Karcher extractor.
- Verify high pressure hoses are connected correctly to the machine and wand by checking the collar couplings are clicked firmly into place prior to use.
- Ensure to use the extractor in areas with adequate lighting and turn lighting on where required.
- Use the extractor moving in a forward direction where possible.
- Utilize the height adjustment on the Karcher extractor steering control for comfortable use where required.
- Use a long-handled dustpan and broom or litter picker to pick up large items or sharp objects.
- Place:
 - 240v electrical supply cords along, next to and near walls where possible.
 - 240v electrical supply cords out of walkways and doorways where possible.
- Place removed furniture in a safe position and out of walk ways where possible.
- Seek a manual handling aid where available to move heavy furniture.
- Commence vacuuming in a forward motion working away from the power point and lead.
- Remain upright and vacuum with smooth strokes (not vigorous scrubbing action)
- Use the extractor on flat and level surfaces.
- Turn off all extractor switches before unplugging the electrical cord from the general power outlet.
- Check for water spills and clean up immediately.
- Use the extractor in open areas where possible.
- Wear approved safety footwear when using the extractor.
- If placing the vacuum wand on a floor ensure the Polyvac Predator Mk 2 wand is placed upside down to avoid damaging high pressure spray coupling/s and fittings near the handle.

Cleaning, Maintenance and storage – slips, trips manual handling	<ul style="list-style-type: none"> Wind the extension lead up from the vacuum to the general power outlet. Wipe equipment clean. Store the Polyvac Predator Mk 2 vacuum wand so the high pressure hose coupling does not have unnecessary weight placed on it.
3. Additional Information	
<ul style="list-style-type: none"> For Additional Information contact the HSE Team. 	
4. Activity Risk Rating:	Medium (C3)