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|--|--|--|--|---|-------------|
| SWMS Title: | High Pressure Washing Operations in DC's | Description of Task / Activity: | High Pressure Washing Operations in External Areas of DC's | | |
| Partner Site: | All Partner Sites | | | | |
| Qualifications Required | | Training Required to Complete Work | | Related WHS Legislation | |
| Refer to HR-PO-13 Licenses & Memberships Policy | | Completion of City Team Member Induction Refer to HR-MN-007 Safety and Compliance Training Catalogue Refer to HR-MN-008 Technical Training Catalogue | | Refer to HSEQ-FM-020 Compliance Obligation Register | |
| Plant/Equipment Required—Mobile or Static | | Plant/Equipment Maintenance Checks Required | | In the event of an Emergency | |
| Trailer/Pallet mounted HP washing unit. Portable Honda Hot and Cold HP Washer Unit Portable hand tools. Wheel chocks PPE. Warning Barricades. | | Conduct visual inspection on all portable plant and equipment items prior to use and confirm in serviceable condition. | | Refer to site emergency response plan. Call 000 for Police, Fire or Ambulance. | |
| Developed / Reviewed by: | Jennifer Hoffman | Date | 23/02/2024 | Approved by: | Daniel Owen |
| | | Date: | 23/02/2024 | | |

Minimum Required PPE (Personal Protective Equipment)

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| SEQUENCE/TASK DESCRIPTION List the tasks required to perform the activity in the sequence they are carried out. | HAZARDS/RISKS What can harm you—Hazards? What can happen—Risks? | RISK LEVEL | RISK CONTROL MEASURES 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 | ACTION BY: Person Responsible |
|--|---|------------|--|----------------|----------------------------------|
| 1. General Working Requirements | Nil | | <ul style="list-style-type: none"> Sign in to site. Notify site/store management that work will be taking place in the area. Discussion to be carried out before work commences to ensure all team members have appropriate PPE in serviceable condition. Review weather conditions prior to work commencing and determine if it is safe to proceed. | | City Team Member /s |

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| 2. Set up work area Move washing units to work site | Manual Handling Strain / Crush Injury Material Weight and size of object Pedestrian and motorised traffic Weight and size of object Trailer detaching from MHE Loader | 13 Med (C3) | <ul style="list-style-type: none"> ▪ Ensure correct manual handling techniques are used e.g. lift with back straight and knees bent. ▪ When moving Honda portable unit to site push/pull using correct manual handling techniques. ▪ Ensure distances to be travelled are minimised. ▪ Barricade and isolate working area to prevent unauthorised access. ▪ When working with knives or sharp objects cut resistant gloves to be worn. ▪ Hi/Vis safety vests to be worn at all times in Coles Distribution Centres. ▪ Ensure units are on firm level surface. ▪ Chock wheels of units. ▪ For trailer mounted unit use two chocks (on one wheel – front and back). ▪ Ensure trailer is equipped with suitable braking system. Engage when disconnected from tow vehicle. ▪ For cage mounted unit ensure the pallet is lowered to the ground before using the pressure washer. | 6 Low (B2) | City Team Member /s |
| 3. Refuelling / Checking Oil Levels | Skin irritation from Fuel/Oil contact Fire Hazard | 14 High (B4) | <ul style="list-style-type: none"> ▪ Refuelling is to be completed by maintenance specialists only. ▪ Use a suitable and appropriate jiggler siphoning hose fitting into the throat of the washer filling point. ▪ Read and understand the SDS for Fuels and Lubricants. ▪ Wear appropriate PPE ie safety glasses, hard working gloves. ▪ Preference is for unit to be refuelled at a diesel/petrol refuel station (preferably onsite if relevant). ▪ Stop Machine – Allow to cool before refuelling. ▪ Caution: Do not fill diesel tanks with petrol. ▪ Exercise extreme care when handling fuel. ▪ Ensure fuel is stored in correct containers (and labelled correctly) if required. ▪ Immediately clean up any fuel spills using spill kit. | 6 Low (B2) | City Team Member /s |

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| 4. Operation of Trailer Mounted High Pressure Washer | High Pressure Water Injuries to body Eye/skin damage from flying debris. Exposure to noise. Fatigue Trip, slip and falling Burns from contact with hot engines/exhaust systems and pressurised hot coolant systems. Burns from Hot Water Systems Burns from Hot Exhaust Gasses Electrical Hazards Contact with other vehicles | 14 High (B4) | <ul style="list-style-type: none"> ▪ Confirm there is adequate flood lighting during poor lighting hours and check with Supervisor or Team leader prior to works. ▪ Ensure adequate rest breaks are taken at regular intervals. ▪ Wear all required PPE – including hearing protection (ear muff/ear plugs), eye protection/face mask, hard-working gloves, wrist to ankle workwear, gum boots. ▪ Only trained and competent persons to operate unit. ▪ Extreme caution to be taken with hoses on the ground to avoid trips. ▪ Wear non-slip footwear to avoid slipping. ▪ Do not pressure wash electrical components/parts/motors/switchgear or power sockets. ▪ Be aware of hot components ie water/gun/lance/hose/boiler. ▪ Do not approach exhaust stack with any part of the body. ▪ Do not use without protective sheath on operators end of high pressure hose. ▪ Do not use if evidence of water leaks. ▪ Do not operate machine with faulty muffler/exhaust system. ▪ Allow engine/radiator to cool before touching/repairing/maintenance/checking. | 4 Low (C1) | City Team Member /s |
| 5. Operation of Pallet Mounted High Pressure Washer unit | High Pressure Water Injuries to body Eye/skin damage from flying debris. Exposure to noise. Fatigue Manual Handling Trip, slip and falling Burns from contact with hot engines/exhaust systems and pressurised hot coolant systems. Burns from Hot Water Systems | 18 High (C4) | <ul style="list-style-type: none"> ▪ Ensure the pressure washer unit is appropriately secured to the Pallet frame and ratchet strap before use. Report any issues to the line manager. ▪ Confirm there is adequate flood lighting during poor lighting hours and check with Supervisor or Team leader prior to works. ▪ Ensure adequate rest breaks are taken at regular intervals. ▪ Operate pressure washer nozzle while standing upright and with arm positioned close to body. Use your arms to move the nozzle in arc across the body. ▪ Do not operate the pressure washer for extended periods of time without regular intervals of alternative tasks to reduce repetitive strain. | 6 Low (B2) | City Team Member /s |

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|---|--|-------------------|---|-----------------------|---|
| | Burns from Hot Exhaust Gasses Electrical Hazards Contact with other vehicles | | <ul style="list-style-type: none"> ▪ Ensure the location above shoulder height requiring the use of a pressure washer to clean is at a manageable height so there is minimal overstretching and overexertion. ▪ Wear all required PPE – including hearing protection (ear muff/ear plugs), eye protection/face mask, hard-working gloves, wrist to ankle workwear, gum boots. ▪ Only competent and MHE trained personnel are to transport the cage mounted pressure washer unit. ▪ Extreme caution to be taken with hoses on the ground to avoid trips. ▪ Wear non-slip footwear to avoid slipping. ▪ Do not pressure wash electrical components/parts/motors/switchgear or power sockets. ▪ Avoid running cables across pathways, walkways or doorways. ▪ When transporting the pressure washer, ensure the cable hose is correctly stowed. ▪ Ensure you are able to stand or operate the pressure washer comfortably and unsupported without straining. ▪ Be aware of hot components ie water/gun/lance/hose/boiler. ▪ Do not use if evidence of water leaks or there is evidence of damage, contact supervisor. ▪ Do not operate machine with faulty muffler/exhaust system ▪ Allow engine/radiator to cool before touching/repairing/maintenance/checking. | | |
| 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"> ▪ Remove tools and equipment from the work area and use correct manual handling techniques. ▪ Remove all waste materials and rubbish from the work area. ▪ Identify recyclable materials and arrange drop off to appropriate recycling centre. ▪ Waste materials to be disposed of in accordance with jurisdictional waste disposal requirements. | 4 Low (C1) | City Team Member /s |

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| | | | <ul style="list-style-type: none"> ▪ Ensure worksite is clean and tidy. ▪ Remove barricades. ▪ Ensure area is free from trip hazards. ▪ Sign out of site. | | |

Induction Statement

I the employee listed below:

- Have been consulted and understand the requirements of this developed / amended Safe Work Method Statement relevant to the activities/tasks for which I have been engaged on the site and understand that I am responsible to work in accordance with this Safe Work Method Statement.

| Name | Signature | Date |
|------|-----------|------|
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| | | |
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| | | |

| Site Manager or Delegate | Signature | Date |
|--------------------------|-----------|------|
| | | |

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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| LIKELIHOOD | | CONSEQUENCE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| D | Quite Possible | 4 | Long Term LTI | \$5000–10,000 Damage and/or Project Contingency Plan Required. | Serious Damage | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| RISK ASSESSMENT PROCESS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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