

SWMS Title:	Mopping and Spot Mopping Floors	Description of Task / Activity:	Cleaning the floors or marks from the floor using a mop, a bucket of water and cleaning chemicals.		
Partner Site:	All Partner Sites				
SWMS prepared by:	Gavin Reiske	Position:	Regional HSE Manager CIMS	Date:	SWMS reviewed by: Paul Nichols
Authorisation:					
Authorised by: Operational Business Unit Manager or Delegate			Date:		

Hierarchy of Control	Risk Matrix					
	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/or 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

1. Hazard / Hazardous Event	2. Current Controls
Preparation/Prestart General	<ul style="list-style-type: none"> Using headphones and in-ear listening devices is not permitted at any time whilst on site.
Preparation/Prestart - Slip, Trip and Fall	<ul style="list-style-type: none"> Only cleaners who have been made aware of the hazards of mopping and spot mopping are to undertake this task. Cleaners to wear non-slip shoes and only stand with both feet on floor while mopping. Wet Floor/Cleaning in progress signs are to be displayed on all approaches to the area being mopped. Only fill bucket with enough water to cover the mop. Do not overfill the bucket. Fill the bucket as close to the area to be cleaned as possible so buckets of water aren't being carried across the store.
Preparation/Prestart – Scolding	<ul style="list-style-type: none"> Fill bucket with both hot and cold water. Don't use boiling hot water.
Preparation/Prestart – Exposure to Cleaning Chemicals	<ul style="list-style-type: none"> Only cleaners who have been made aware of the hazards associated with cleaning chemicals are to use cleaning chemicals. Wear Personal Protective Equipment (PPE) specified in Safety Data Sheet (SDS). Always wear rubber or non-latex gloves when handling cleaning chemicals and safety glasses when using spray bottles or preparing cleaning chemicals for use. Always mix cleaning chemicals using the Diversey system. Always use and mix cleaning chemicals as per instructions on original bottle label. Don't mix cleaning chemicals together or use for other purposes than specified. Always store cleaning chemicals in the original container with the lid tightly on. Only diluted cleaning chemicals are to be stored in spray bottles with type of cleaner clearly marked on the outside.
Mopping or Spot Mopping Floors - Slip, Trip and Fall	<ul style="list-style-type: none"> Ensure to use a damp mop and do not apply excess water to the floor. Don't allow water to pool on floor. Ensure all excess or spilt water is immediately mopped up. Ensure signs are only displayed while the floor is being mopped. Signs are removed once the floor is dry. Only spot mop a small area at a time so people can move around the area safely.

Mopping or Spot Mopping Floors – Manual Handling	<ul style="list-style-type: none"> • Mop with smooth strokes, not a vigorous scrubbing action. Don't bend or twist the body to mop under objects. • Move light objects that are easily moved and mop around heavy objects. Seek assistance if heavy objects are required to be moved. • Do not perform mopping operation for extended periods without intervals of alternative tasks.
Removing Stuck Objects and Stickers with Scraper - Cuts.	<ul style="list-style-type: none"> • Wear cut-resistant gloves when using scraper. • When using scraper, push away from the body, do not scrape towards yourself or anyone else. • Always place blade protector over blade or ensure the blade is fully retracted when not using the scraper. • Do not carry scraper in pockets.
Completion - General	<ul style="list-style-type: none"> • Check the work area and ensure all cleaning equipment have been returned to the cleaners room once complete.
3. Additional Information	
<ul style="list-style-type: none"> • For Additional Information contact the HSE Team. 	
4. Activity Risk Rating:	Medium (B3)