

<b>SWMS Title:</b> Sweeping Floors with a Broom	<b>Description of Task / Activity:</b> Cleaning hard floors with a broom.		
<b>Partner Site:</b> All Partner Sites			
<b>SWMS prepared by:</b> Gavin Reiske	<b>Position:</b> Regional HSE Manager CIMs	<b>Date:</b> 09 June 2023	<b>SWMS reviewed by:</b> Paul Nichols
<b>Authorisation:</b>			
<b>Authorised by:</b> Operational Business Unit Manager or Delegate		<b>Date:</b>	

Hierarchy of Control	Risk Matrix					
	RISK ASSESSMENT PROCESS					
	Step 1 Determine Probability	Step 2				
	LIKELIHOOD	CONSEQUENCE				
			PERSON	ASSETS	ENVIRON MENT	
	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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Hazard / Hazardous Event	2. Current Controls
Preparation/Prestart - General	<ul style="list-style-type: none"> <li>Using headphones and in-ear listening devices is not permitted at any time whilst on site.</li> </ul>
Sweeping Floors - Manual Handling	<ul style="list-style-type: none"> <li>Sweep with smooth strokes, not a vigorous scrubbing action. Don't bend or twist the body to sweep under objects.</li> <li>Move light objects that are easily moved and sweep around heavy objects or get assistance to move heavier objects.</li> <li>Use a long-handled brush and shovel to collect up the pile of dust and dirt.</li> </ul>
Sweeping Floors - Dust	<ul style="list-style-type: none"> <li>Place collected dust and dirt into a bin lined with a rubbish bag. Tie up rubbish bag, removing as much air as possible, without letting the dust escape and dispose rubbish bag in the skip bin.</li> </ul>
Removing Stuck Objects and Stickers with Scraper - Cuts.	<ul style="list-style-type: none"> <li>Wear cut-resistant gloves when using scraper.</li> <li>When using scraper, push away from the body, do not scrape towards yourself or anyone else.</li> <li>Always place blade protector over blade or ensure the blade is fully retracted when not using the scraper.</li> <li>Do not carry scraper in pockets.</li> </ul>
Completion - General	<ul style="list-style-type: none"> <li>Check the work area and ensure all cleaning equipment have been returned to the cleaners room once complete.</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 (B3)</b>