

SWMS Title: Moving Furniture & Rug Cleaning	Description of Task / Activity: Moving furniture to clean floors and cleaning rugs and floor.	
Partner Site: All Partner Sites		
SWMS prepared by: Gavin Reiske	Position: Regional HSE Manager CIMS	Date: 09/06/2023
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 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					
Likelihood	Consequence				
	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"/>	<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"> Using headphones and in-ear listening devices is not permitted at any time whilst on site.
Preparation/Prestart – Moving furniture	<ul style="list-style-type: none"> Assess the area that requires cleaning. Always inspect (visually only) the area and remove hazards such as toys, fluid/food prior to commencement of the task.
Moving furniture – Clean floor	<ul style="list-style-type: none"> Only cleaners who have been made aware of the hazards associated with moving furniture and rug cleaning are to carry out this task. Ensure correct manual handling techniques are used e.g. lift with back straight and knees bent. Assess furniture before repositioning and use manual handling aids e.g trolley. Refer to SWMS 801, 802 and 803 when cleaning the floor.
Rug Vacuuming - Rolling up and replacing	<ul style="list-style-type: none"> Only cleaners who have been made aware of the hazards associated with rug removal, cleaning and replacement are to carry out this task. Ensure correct manual handling techniques are used e.g. lift with back straight and knees bent. Refer to SWMS 803 when vacuuming. Replace rugs in original position when complete.
3. Additional Information	
<ul style="list-style-type: none"> For Additional Information contact the HSE Team. 	
4. Activity Risk Rating:	Medium (B2)