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|---------------------------------------------------------------------|-------------------------------------------------|----------------------------------------|---------------------------------------------------------------------------------|
| SWMS Title: | Cleaning, Wiping, Dusting Above Shoulder Height | Description of Task / Activity: | Cleaning of all vertical and horizontal surfaces using spray cleaner and cloth. |
| Partner Site: | All Partner Sites | | |
| SWMS prepared by: Gavin Reiske | Position: Regional HSE Manager CIMS | Date: 09/06/2023 | 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 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 - 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. • Refer to the Safety Data Sheet (SDS) for details of chemical, exposure hazards, safe handling and storage, and first aid before using cleaning chemicals. • Always wear Personal Protective Equipment (PPE) specified in SDS. Always wear rubber or non-latex gloves when handling cleaning chemicals and safety glasses when cleaning above shoulder height, 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. |
| Cleaning Above Shoulder Height - Manual handling | <ul style="list-style-type: none"> • When damp wiping balance yourself with your free hand on any furniture etc to reduce strain on your back. • Rinse out cloth often and change cleaning solution as required and rotate use of hands every two minutes when whipping/cleaning surfaces to reduce repetitive strain injuries. • Use short, handled mop to damp wipe high surfaces such as door frames and tops of windows. • Do not perform above shoulder cleaning tasks for extended periods of time without intervals of alternative tasks |
| Cleaning Above Shoulder Height - Working at heights | <ul style="list-style-type: none"> • Where possible use a damp mop or brush on an extension pole for cleaning above head height while standing with both feet on the ground. |
| 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. |

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| 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: | Low (A3) |