

SWMS Title:	Cleaning, Wiping, Dusting Below 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
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 - 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 - 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 Safety Data Sheet (SDS) for details of chemical, exposure hazards, safe handling 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 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 below Shoulder Height - Exposure to Chemicals.	<ul style="list-style-type: none"> Wear safety glasses whenever using spray bottles to apply cleaning chemicals.
Cleaning Below 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. Cleaning cupboards, walls and other low surfaces use a low stool to sit on instead of bending down. Use short, handled mop to damp wipe low surfaces such as skirting boards. Do not perform below shoulder cleaning tasks 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.

	<ul style="list-style-type: none"> • 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:	Low (A3)