

SWMS Title: Cleaning Windows, Glass and Mirrors	Description of Task / Activity: Cleaning windows, mirrors and glass		
Partner Site: All Partner Sites			
SWMS prepared by: Gavin Reiske	Position: Regional HSE Manager CIMS	Date: 09 June 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	1	Minor Near Miss	Under \$500 Damage and Minimal Productivity Disruption.	No Damage
	B	2	First Aid Treatment Injury	\$500–1000 Damage and/or Slight Production Disruption.	Minor Damage
	C	3	MTI or Short Term LTI	\$1000–5000 Damage and/or Production Disruption.	Reversible Damage
	D	4	Long Term LTI	\$5000–10,000 Damage and/or Project Contingency Plan Required.	Serious Damage
	E	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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Hazard / Hazardous Event	2. Current Controls
Preparation and 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 and Prestart - Exposure to Cleaning Chemical.	<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. 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 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 windows and Glass - Exposure to Chemicals.	<ul style="list-style-type: none"> Wear safety glasses whenever using spray bottles to apply window or glass cleaner. Wear safety glasses while cleaning windows or glass above shoulder height
Cleaning Windows and Glass - Manual Handling	<ul style="list-style-type: none"> When cleaning windows with a cloth balance yourself with your free hand on any furniture etc to reduce strain on your back. Spray small areas of glass frequently and rotate use of hands every two minutes when cleaning windows and glass to reduce repetitive strain. Cleaning full length windows or glass partitions and other low surfaces use a low stool to sit on instead of bending down. Do not perform window spot cleaning for extended periods without intervals of alternative tasks.
Periodic Window Cleaning using Squeegee - Slips, Trips and Falls	<ul style="list-style-type: none"> Wet Floor/Cleaning in progress signs are to be displayed on all approaches to the area where windows are being cleaned. Only fill bucket with enough water to clean windows. Do not over fill the bucket. Fill bucket with both hot and cold water. Don't use boiling hot water.

	<ul style="list-style-type: none"> • Fill the bucket as close to the area to be as cleaned as possible so buckets of water aren't being carried long distances. • Dry window frames and floors with absorbent cloth after cleaning each set of windows.
Periodic Window Cleaning using Squeegee - Manual handling.	<ul style="list-style-type: none"> • Use extension pole to clean window and glass above shoulder height. Use squeegee on extension pole for short periods with interval 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:	Low (A3)