

SWMS Title:	Mechanical Scrubbing of Floor – Non-Retail	Description of Task / Activity:	Use of a mechanical hand-pushed, fully automatic floor washing and drying machine.	
Partner Site:	All Partner Sites			
SWMS prepared by: Donna Smith	Position: Regional HSE Manager CIMS (SA/WA/NT)	Date: 03/04/2024	SWMS reviewed by: Gavin Reiske	
Authorisation:				
Authorised by: Operational Business Unit Manager or Delegate			Date: 04/04/2024	

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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

1. Hazard / Hazardous Event	1. Current Controls
Preparation/Prestart - General	<ul style="list-style-type: none"> • Only cleaners who have been made aware of the hazards associated with scrubber operation including connecting and disconnecting battery chargers are to carry out these tasks. Do not operate any scrubber unless you have been trained. • Cleaners are to review and familiarise themselves with the operator’s manual, safe operating procedures and the operator and emergency controls for the scrubber that they are using before use. • Perform the prestart check via the lighthouse QR code to ensure the scrubber is operating correctly. • Don't use equipment that is faulty or doesn't pass the prestart check. Attach an out-of-service tag and report the scrubber as faulty. • Check the battery is fully charged. If the battery is fully charged, the walk-behind scrubber's right indicator light will be on. If only the left indicator light is on, the battery is low, and the machine must be stopped immediately and fully charged before use. • Ensure battery charger power leads have been tested and tagged with an in-date test tag. • Mobile phones or other devices, including headphones and in-ear listening devices, are not to be used while operating the scrubber. • Ensure protective eyewear is worn while emptying the wastewater tank and filling the clean water tank.
Preparation/Prestart – Chemical Hazard	<ul style="list-style-type: none"> • Only fill the clean water tank with fresh water and use the approved cleaning agent at the correct ratio as outlined on the wall chart. If excessive foam is produced, cease operation, empty tank, check that you are using the correct cleaning agent, and fill again using less cleaning agent.
Preparation/Prestart - Electrical Hazard	<ul style="list-style-type: none"> • The power point is to be switched off before disconnecting the charging lead and stow it safely off the ground to prevent damage. • Before disconnecting the charger, ensure scrubber batteries are fully charged and there are no faults. • Using scrubber when not fully charged may cause damage.
Preparation/Prestart - Slips Trips and Falls	<ul style="list-style-type: none"> • Ensure that water leaks, spills, and excess water on the floor are identified and cleaned up to prevent slips. Report excess water leaks from the scrubber to the supervisor/leading hand.

1. Hazard / Hazardous Event	1. Current Controls
	<ul style="list-style-type: none"> • Whenever excess water is on the floor, "wet floor/cleaning in progress signs" are to be displayed around the spillage area until the spill is cleaned up and the floor is dry. • When filling the unit with water do not overfill and immediately clean up spills.
Mechanical Scrubber Operation - Striking or Being Struck by a Person or Object	<ul style="list-style-type: none"> • Always give way to pedestrians when operating the scrubber and always remain at least 3 meters away from any person. • Use caution when operating near shelves to prevent risk of falling objects. • Ensure the area to be scrubbed has been cleared of obstacles and debris.
Mechanical Scrubber Operation - Rollover	<ul style="list-style-type: none"> • Use on flat surfaces only, and don't turn the unit sideways on any incline. • Don't use near any unprotected edges. • Do not use on stairs.
Mechanical Scrubber Operation - Manual Handling	<ul style="list-style-type: none"> • Walk behind scrubbers should be operated while standing up straight and walking along at a steady pace. Don't let the scrubber move so fast that the operator cannot keep up.
Shutdown and Stowing – Slips Trips, and Falls	<ul style="list-style-type: none"> • Empty the wastewater tank directly into the drain; do not allow water to run across any floors and clean up spills immediately.
Shutdown and Stowing - Electrical Hazard	<ul style="list-style-type: none"> • Before connecting the scrubber to the battery charger, ensure your hands are not wet and you are not standing in water. • Check that the battery charger's power lead is free from damage, with no exposed wires or broken insulation. • Ensure battery is charging correctly and there are no faults. • Report all faulty batteries or battery charges to your Supervisor/Leading Hand. Attach an out-of-service tag and report the faulty battery charger so it can be repaired. • Do not leave batteries on charge if charger or batteries are not charging correctly or have a fault. • Refer to the operator's manual for information on charging batteries.

1. Hazard / Hazardous Event		1. Current Controls	
Maintenance - Manual Handling		<ul style="list-style-type: none"> When replacing pads and removing/replacing the squeegee, turn machine off, maintain a comfortable kneeling position. Never twist the body or maintain an awkward posture. 	
3. Additional Information			
<ul style="list-style-type: none"> For Additional Information contact the HSE Team. 			
4. Activity Risk Rating:	Medium (B3)		