

SAFE WORK METHOD STATEMENT

CLEANING

Prepared for Charles Sturt Campus Services

Client:	Charles Sturt University	Project No:	
Site:		Date Prepared:	

1. RESPONSIBILITIES

Charles Sturt Campus Services will conduct inductions for all workers (inclusive of employees and subcontractors) prior to commencing site work. A record of site inductions and toolbox meetings will be kept at the Charles Sturt Campus Services office for future reference.

The Principal Contractor or Client will provide adequate amenities (toilets, washrooms, dining facilities etc) as defined for this work type and in accordance with Safe Work Australia Code of Practice *Managing the Work Environment and Facilities*.

All Charles Sturt Campus Services workers engaged in site work are required to wear the necessary Personal Protective Equipment (PPE) as noted in this document. The consumption of illegal drugs and alcohol is prohibited.

2. DESCRIPTION OF WORK

This brief, step by step work summary is to be completed by the Person Conducting Business or Undertaking (PCBU) or Site Supervisor on site prior to work commencing to assist in the identification of possible hazards:

1. Vacuuming

2. Mopping Floors

3. Cleaning Showers

4. Cleaning Toilets

5. Wiping Basins

6. Cleaning Kitchen areas

7. Removing Cobwebs

8. Dusting

9. Emptying rubbish bins

10. Sweeping

11. Rearranging furniture

12. Cleaning windows and doorways

13. Special Cleans

14. Preparation of Tea/Coffee Packs

15. Carrying materials onto site

16. Administrative/office work

3. RISK ASSESSMENT



Risk Assessment Table

▶ LIKELIHOOD (probability)	▼ CONSEQUENCES				
	▼ If the risk event actually occurs what is the severity of Injuries/Potential damages/Financial impacts?				
How likely is the event to occur?	▼ DISASTROUS	▼ MAJOR	▼ SERIOUS	▼ MINOR	▼ NEGLIGIBLE
		<ul style="list-style-type: none"> Fatality / Permanent Disability. Extensive Damage & Financial loss 	<ul style="list-style-type: none"> Long term Illness or Significant injury. Major – Damage & Financial loss 	<ul style="list-style-type: none"> Medical attention more than one week off normal duties. Serious Damage & Financial loss 	<ul style="list-style-type: none"> Medical attention less than one week off normal duties. Minor Damage & Financial loss
▶ ALMOST CERTAINLY WILL OCCUR	CAT 1. CRITICAL RISK No. 25.	CAT 1. CRITICAL RISK No. 23	CAT 2. HIGH RISK No. 20	CAT 2. HIGH RISK No. 16	CAT 3. MODERATE RISK No. 11
▶ GOOD CHANCE IT COULD OCCUR	CAT 1. CRITICAL RISK No. 24	CAT 2. HIGH RISK No. 21	CAT 2. HIGH RISK No. 17	CAT 3. MODERATE RISK No. 12	CAT 3. MODERATE RISK No. 7
▶ LIKELY TO OCCUR	CAT 1. CRITICAL RISK No. 22	CAT 2. HIGH RISK No. 18	CAT 2. HIGH RISK No. 13	CAT 3. MODERATE RISK No. 8	CAT 4. LOW RISK No. 4
▶ UNLIKELY TO OCCUR	CAT 2. HIGH RISK No. 19	CAT 2. HIGH RISK No. 14	CAT 3. MODERATE RISK No. 9	CAT 3. MODERATE RISK No. 5	CAT 4. LOW RISK No. 2
▶ EXTREMELY UNLIKELY TO OCCUR	CAT 2. HIGH RISK No. 15	CAT 3. MODERATE RISK No. 10	CAT 3. MODERATE RISK No. 6	CAT 4. LOW RISK No. 3	CAT 4. LOW RISK No. 1



to be completed by the PCBU

The Work Process - “Risk Rating” and “Who is Responsible” is or Site Supervisor prior to work commencing. Additional Site Specific Requirements are to be entered following this section:

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
1	Risk Assessment	Workplace / worksite hazards Unlicensed / untrained workers	Category 2 – High Risk	<ul style="list-style-type: none"> Do a Risk Assessment prior to commencing work and review the Principal Contractor's Site Safety Plan and Emergency Procedures and/or your subcontractors' Safe Work Method Statements (SWMS); Identify additional safety controls where required using the Risk Assessment Worksheet and Hazard Report Form; Manage the risks to health and safety associated with falls from one level to another that is reasonably likely to cause an injury; Obtain approvals from the supply authorities where required; Make sure workers are trained, qualified or experienced to carry out the specified tasks; and Request appropriate licences or certification when required before allowing work to commence, including local council approval where required. 	Category 4 – Low Risk	<p>Either or some of the following;</p> <p>General Manager, Area Manager, WHS Committee, Supervisor, PCBU, HR & Safety Manager, HSR</p>
2	Site induction	Uninformed workers – unaware of the hazards and dangers	Category 2 – High Risk	<ul style="list-style-type: none"> All workers including subcontractors must have completed Induction Training; Advise workers and other persons on site of work to be carried out. Conduct a site specific induction for all project workers and have them sign a Site Induction Register including but not limited to: <ul style="list-style-type: none"> Hazards specific to the site and work activities to be carried out; 	Category 4 – Low Risk	<p>Either or some of the following;</p> <p>Area Manager, Supervisor, HR & Safety Manager,</p>



Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
				<ul style="list-style-type: none"> ○ Safety controls and revised Safe Work Method Statements (SWMS); ○ Use and maintenance of Personal Protective Equipment (PPE); ○ Emergency and evacuation procedures; and ○ Location of amenities and first aid facilities. 		
3	Assess and Prepare work areas	Access and egress Contamination to public and others	Category 2 – High Risk	<ul style="list-style-type: none"> • Make sure all workers and other persons within the work area are wearing approved PPE; • Screen the work area to protect workers and others from exposure; • Use warning signs, barricaded or restrict access and provide an alternative route when required; • Ensure appropriate first aid and emergency facilities are available; • Maintain basic housekeeping to prevent slip, trip and fall hazards; • Remove any items that may obstruct the work activity; and • Check for any items that may cause slips, trips and falls and remove or secure them as required. 	Category 4 – Low Risk	<p>Either or some of the following;</p> <p>Area Manager, Supervisor, HR & Safety Manager, Cleaning Staff</p>
4	Personal Protection Equipment (PPE)	Injury, illness, permanent disability and in extreme cases death.	Category 1 – Critical Risk	<ul style="list-style-type: none"> • PPE is to be used only when no other control can reduce or eliminate the hazard / risk; • Make sure all workers are issued with and wear the recommended PPE as required for safety on the worksite and specific to the activities and tasks; and • Train workers in the correct use, maintenance and storage of PPE. 	Category 4 – Low Risk	<p>Either or some of the following;</p> <p>General Manager, Area Manager, WHS Committee, Supervisor, PCBU, HR & Safety Manager, HSR, Cleaning Staff</p>



Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
5	Electricity and power tool use	Electricity /tools - electrocution Impact injuries Cuts and abrasions Amputations Noise – hearing damage Flying debris – eye injuries	Category 1 – Critical Risk	<ul style="list-style-type: none"> • Train workers in the correct use of the equipment and supervise until they demonstrate they can operate the tool safely; • Use tools and fittings to manufacturers recommendations; • Check equipment is tested and tagged and are in good condition, especially power / ext. cords, repair or replace as required; • Use Earth Leakage Circuit Breaker (ELCB) or Residual Current Device (RCD) to prevent electrocution; • Use stands and hooks to raise power cords off the ground in wet or high traffic areas; • Wear the appropriate PPE such as safety boots, hearing protection, dust mask or half or full-face respirator, gloves etc.; and • Keep hair, jewellery and loose clothing etc away from moving parts. • Procurement and supply of equipment that meets Australian Standards (re: noise etc) 	Category 3 – Moderate Risk	<p>Either or some of the following;</p> <p>Area Manager, WHS Committee, Supervisor, PCBU, HR & Safety Manager, HSR, Cleaning Staff</p>
6	Vibrations	Hand and arm vibrations can cause White Finger Syndrome or Reinhold Syndrome	Category 2 – High Risk	<ul style="list-style-type: none"> • Wear thick cotton gloves; • Rotate tasks to prevent prolonged use of vibrating equipment; and • Exercising and massage hands to encourage blood circulation. 	Category 4 – Low Risk	<p>Either or some of the following;</p> <p>Area Manager, WHS Committee, Supervisor, PCBU, HR & Safety Manager, HSR, Cleaning Staff</p>

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
7	Manual handling – lifting, carrying, pushing, pulling and holding	Strains, sprains and soft tissue damage Back injuries Crushing injuries	Category 2 – High Risk	<ul style="list-style-type: none"> Train workers in correct lifting techniques – bend the knees to lift and lower, use thighs (DO NOT bend over to lift), head up, chin in and keep elbows close to body - never twist while lifting, lowering or carrying a load; Make sure load is stable before lifting; Heavy and awkward items get help or use lifting equipment; Rotate tasks to prevent repetitive strain injuries; and Refer to: <i>SWMS – Manual Handling</i>. 	Category 3 – Moderate Risk	<p>Either or some of the following;</p> <p>Area Manager, WHS Committee, Supervisor, PCBU, HR & Safety Manager, HSR, Cleaning Staff</p>
8	Housekeeping Moving on stairs, uneven, steep and slippery surfaces, obstacles and cluttered work areas	Slips, trips and falls can cause cuts, abrasions, breaks, strains and sprains and back injuries to workers and others.	Category 2 – High Risk	<ul style="list-style-type: none"> Carry out basic housekeeping regularly, keeping access ways and the work area clear of materials, tools and debris; Wear appropriate footwear; Make sure cables and other equipment do not cause a trip hazard; and Barricade or restrict areas where the hazard can't be eliminated. 	Category 3 – Moderate Risk	<p>Either or some of the following;</p> <p>Area Manager, WHS Committee, Supervisor, PCBU, HR & Safety Manager, HSR, Cleaning Staff</p>
9	Purchasing and selecting the cleaning chemicals	Inappropriate selection	Category 3 – Moderate Risk	<ul style="list-style-type: none"> Choose the most suitable substance approved for the purpose with the least toxicity and risk; Obtain Safety Data Sheet (SDS) for all hazardous substances, record SDS in a register which is available for anyone to read; and Make sure SDS are current (not older than 5 years). 	Category 4 – Low Risk	Purchasing Officer, General Manager
10	Handling chemicals and other hazardous	Skin irritation, burns, illness, permanent disability and in	Category 1 – Critical	<ul style="list-style-type: none"> Follow the manufacturer's instructions for safety and use on the label and SDS and only use chemicals for their intended use; Train all workers in the safe use of the hazardous 	Category 3 – Moderate Risk	<p>Either or some of the following;</p> <p>Area Manager, WHS</p>



Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
	substances	extreme cases death Contamination may cause ill health through skin contact, inhalation of fumes or ingestion Extreme cases or prolonged exposure may cause permanent illness or death Spills Fire / explosion – some chemicals are classed as dangerous goods. These substances may be flammable, explosive or combustible Eye injury from slashes or spray Manual Handling Confined spaces	Risk	substances they are to handle; <ul style="list-style-type: none"> • Make sure containers have clearly marked warning labels indicating the hazards of the substance and what should be done in case of an emergency; • No substances to be brought on site by subcontractors without approval of the current SDS by the Site Supervisor; • Wear recommended Personal Protective Equipment (PPE) to protect against fumes and contact with skin; • Where required, make sure exhaust ventilation is operational at the point where the substance is being used; • Wear an approved respirator whilst working in poorly ventilated areas or as advised by the manufacturer; • Check and eliminate all potential sources of ignition (including spark producing switches, electrical equipment, open flames, pilot lights and furnaces) within and near the work area; • Make sure running water and sterile saline solution for eye flushing is available on site and confirm location prior to commencing work; • Check appropriate fire fighting equipment is readily available and easily accessible where required; • Use correct lifting techniques/lifting equipment for heavy containers; and • Identify and take specific precautions if using solvents in confined spaces such as wearing adequate PPE and providing ventilation. 		Committee, Supervisor, PCBU, HR & Safety Manager, HSR, Cleaning Staff



Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
11	Decanting chemicals	Contamination through skin contact or inhalation of fumes Spills Burns or skin irritation Manual Handling Eye injury	Category 2 – High Risk	<ul style="list-style-type: none"> Always wear appropriate PPE for the chemical being used; Use correct lifting techniques when moving heavy containers; Only prepare enough chemical to do the job; Always mix chemicals in accordance with label and SDS; Never decant chemicals into food or drinking containers; and Never use chemicals that are in unmarked containers. 	Category 4 – Low Risk	<p>Either or some of the following;</p> <p>Area Manager, WHS Committee, Supervisor, PCBU, HR & Safety Manager, HSR, Cleaning Staff</p>
12	Using chemicals and other hazardous substances	Burns or skin irritation Contamination through skin contact or inhalation of fumes Eye injury Fire / explosion Spills Access and egress Slips, trips and falls Environmental damage	Category 2 – High Risk	<ul style="list-style-type: none"> Never eat or smoke whilst using hazardous substances; Use the minimum amount of the substance required for the job and keep lids closed after decanting and when not in use; Avoid any skin contact with substances containing solvents; Wash skin immediately if exposed to hazardous substances and remove clothing if required; Seek medical advice immediately should poisoning be suspected; Immediately leave the work area if there is a solvent leak, spill or if your respirator stops working; All workers to be aware of emergency response procedures; When using hazardous substances regularly you should arrange for health checks; and Maintain basic housekeeping to prevent slip, trip and fall hazards in storage area. 	Category 4 – Low Risk	<p>Either or some of the following;</p> <p>General Manager, Area Manager, WHS Committee, Supervisor, PCBU, HR & Safety Manager, HSR, Cleaning Staff</p>



Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
13	Controlling spills	Contamination through skin contact or inhalation of fumes Fire / explosion Burns or skin irritation Slips, trips and falls	Category 1 – Critical Risk	<ul style="list-style-type: none"> Consult manufacturer’s SDS; Follow manufacturer’s instructions when managing spills; Immediately contain spills or leaks with sand or other appropriate absorbents and make sure they do not enter drains or waterways; Make sure appropriate first aid and emergency facilities are available; and Check appropriate fire fighting equipment is readily available and easily accessible if required. 	Category 3 – Moderate Risk	<p>Either or some of the following;</p> <p>General Manager, Area Manager, WHS Committee, Supervisor, PCBU, HR & Safety Manager, HSR, Cleaning Staff</p>
14	Storing chemicals and other hazardous substances	Leaks and spills Contamination from spilt or leaked chemicals. Fire / explosion Slips, trips and falls	Category 2 – High Risk	<ul style="list-style-type: none"> A copy of the relevant SDS should be stored with chemicals; Store hazardous substances in accordance with the relevant SDS; Check containers to make sure they are not damaged or leaking; Make sure the storage area is cool, well ventilated and locked when not in use or unattended; The storage area must be located away from any potential ignition sources; All hazardous substances must be stored in their original containers with the original label clearly displayed at all times; Hazardous substances of any quantity to be stored only in the approved storage area; Where appropriate, monitor atmospheric conditions and temperature levels in storage areas; Make sure a spill kit is available to quickly contain any spills; and 	Category 4 – Low Risk	<p>Either or some of the following;</p> <p>General Manager, Area Manager, WHS Committee, Supervisor, PCBU, HR & Safety Manager, HSR, Cleaning Staff</p>



Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
				<ul style="list-style-type: none"> Maintain basic housekeeping to prevent slip, trip and fall hazards in storage area. 		
15	Vacuuming	Electricity /tools - electrocution Vibration Noise – hearing damage Dust – lung damage Untrained workers – tasks / tools Slips, trips and falls	Category 2 – High Risk	<ul style="list-style-type: none"> Make sure the suction head or connectors are never held in front of your face; Use correct lifting techniques, lifting equipment and rotate tasks; Rotate tasks between workers to prevent repetitive strain injuries; Never direct to suction head towards anyone; Check vacuum and associated parts are in good condition; Make sure the dust bag has been inserted securely in its holder before using the vacuum; Make sure you don not vacuum liquids, hot ashes or sharp objects; Keep body parts, hair and loose clothing away from the vacuum to ensure they are not drawn into the machine; Make sure the vacuum and power cord are inspected before use for any damage or wear; Use stands and hooks to raise power cords off the ground in wet or high traffic areas; Carry out basic housekeeping regularly, keeping access ways and the work area clear; Make sure materials in the vacuum after use are disposed of correctly; Use ELCB or RCD to prevent electrocution; Where an extension cord is required, make sure it complies with AS 3012 Electrical installations – Construction and 	Category 4 – Low Risk	Either or some of the following; Area Manager, WHS Committee, Supervisor, PCBU, HR & Safety Manager, HSR, Cleaning Staff

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
				demolition sites; <ul style="list-style-type: none"> • Make sure cords are kept clear of the suction head of the vacuum; • Wear the appropriate PPE such as safety boots, hearing protection, eyes protection, dust mask or half or full-face respirator, gloves etc; • Train workers in the correct techniques for the task; and • Train workers in the correct use of the equipment. 		
16	Polishing floors	Untrained workers – tasks / tools Manual Handling - strains, sprains and back injuries Electricity /tools - electrocution Fumes – lung damage Slips, trips and falls Chemicals – skin, eye, lung damage and illness	Category 2 – High Risk	<ul style="list-style-type: none"> • Only use equipment in a well ventilated area; • Make sure the polishing pad is in its correct position and securely attached; • When operating the machine, walk with the machine. Do not force the polishing machine; • Make sure the power cord is kept away from the polishing machine when in use; • Make sure the polishing machine handles is adjusted to a comfortable height to avoid unnecessary straining; • Barricade or restrict area from other works and public; • Wear a half or full-face respirator with chemical filters. • Wear gloves and non-slip shoes; • Follow the manufacturer's recommendations on label and SDS when handling detergents or sealer polish; • Prevent skin and eye contact, inhalation of fumes or ingestion of substance by using PPE recommended by the manufacturer; • Wash hands after use and before eating, smoking or using toilet. • Restrict access to the work area to only those involved in 	Category 3 – Moderate Risk	Either or some of the following; Area Manager, WHS Committee, Supervisor, PCBU, HR & Safety Manager, HSR, Cleaning Staff

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
				<p>the work activity and make sure it is kept clear at all times.</p> <ul style="list-style-type: none"> • Train workers in the correct techniques for the task; • Train workers in the correct use of the equipment; • Rotate tasks between workers to prevent repetitive strain injuries; • Check equipment and parts are in good condition; • Use stands and hooks to raise power cords off the ground in wet or high traffic areas; • Use ELCB or RCD to prevent electrocution; and • Where an extension cord is required, make sure it complies with AS 3012 Electrical Installations – Construction and Demolition Sites. 		
17	Mopping surfaces	<p>Hazardous Substances – skin, eye, lung damage and illness Slips, trips and falls Fumes – lung damage Chemicals – skin, eye, lung damage and illness</p>	Category 2 – High Risk	<ul style="list-style-type: none"> • Make sure gloves are worn at all times; • Make sure ‘wet floor’ safety signs are erected to warn others of slippery surfaces; • Follow the manufacturer’s recommendations on label and SDS; • Prevent skin and eye contact, inhalation of fumes or ingestion of substance by using PPE recommended by the manufacturer; • Wash hands after use and before eating, smoking or using toilet; • Restrict access to the work area to only those involved in the work activity and make sure it is kept clear at all times; • Make sure the correct posture for mopping is maintained at all times. Never use your back to move the mop; and • Make sure wastewater is disposed of correctly. Never dispose of wastewater through storm water drains. 	Category 4 – Low Risk	<p>Either or some of the following;</p> <p>Area Manager, WHS Committee, Supervisor, PCBU, HR & Safety Manager, HSR, Cleaning Staff</p>



Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
18	Dusting	Fall from heights Hit by falling objects Slips, trips and falls Dust – lung damage Hazardous Substances – skin, eye, lung damage and illness Inhaling dust can cause rhinitis, bronchitis, lung damage, allergic reactions, asthma attacks and fibrosis	Category 2 – High Risk	<ul style="list-style-type: none"> Wear eye protection, gloves and respirator or dust mask; When dusting high reach areas from the ground, make sure an extension pole is used to avoid straining of the body; Carry out basic housekeeping regularly, keeping access ways and the work area clear of materials, tools and debris; Do not stand on furniture or unstable objects when dusting high reach areas. Make sure a ladder is used; Check ladders are in good condition and placed on stable ground; Make sure the worker is aware of loose objects around them to avoid knock over objects; and Provide safe means of raising, lowering and storing of tools. 	Category 4 – Low Risk	<p>Either or some of the following;</p> <p>Area Manager, WHS Committee, Supervisor, PCBU, HR & Safety Manager, HSR, Cleaning Staff</p>
19	Low level glass cleaning	Fall from heights Hazardous Substances – skin, eye, lung damage and illness Slips, trips and falls Fumes – lung damage	Category 2 – High Risk	<ul style="list-style-type: none"> Make sure gloves are worn at all times; Carry out basic housekeeping regularly, keeping access ways and the work area clear of materials, tools and debris; Make sure ladders are used when cleaning high reach areas. Do not stand on furniture or unstable objects; Check ladders are in good condition and placed on stable ground; Make sure the cleaner never climbs onto the window sill when cleaning the window; Make sure all spillages are cleaned up and a 'wet floor' 	Category 4 – Low Risk	<p>Either or some of the following;</p> <p>Area Manager, WHS Committee, Supervisor, PCBU, HR & Safety Manager, HSR, Cleaning Staff</p>



Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
		Chemicals – skin, eye, lung damage and illness		safety sign is erected; <ul style="list-style-type: none"> • Make sure the liquid accumulated on the blade is wiped off; and • Provide safe means of raising, lowering and storing of tools. 		
20	Low level ladder work	Fall from heights Slips, trips and falls Hit by falling objects	Category 2 – High Risk	<ul style="list-style-type: none"> • Carry out basic housekeeping regularly, keeping access ways and the work area clear of materials, tools and debris; • Check ladders are in good condition; • Make sure workers are trained or experienced in the correct use of the equipment; • Provide safe means of raising, lowering and storing of tools; • Extension or single ladders should generally only be used as a means of access to or egress from a work area; • Ladders should only be used as a working platform for light work of short duration that can be carried out safely on the ladder; • Platform ladders are to be used when a portable ladder is the safest and most efficient working platform for the task; • Ladders are to be of an industrial standard complying with AS1892; • Inspect ladders regularly to make sure they are in good condition with no loose or broken rungs; • Make sure the ladder is securely fixed at the base; • Make sure only one person is on the ladder at one time; • Make sure the trunk of the body remains centred on the ladder; • Never leave tools and equipment in the ladder rungs or on the platform; • Never over-reach when on a ladder; and 	Category 4 – Low Risk	Either or some of the following; Area Manager, WHS Committee, Supervisor, PCBU, HR & Safety Manager, HSR, Cleaning Staff



Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
				<ul style="list-style-type: none"> Never exceed manufacturer's recommended load weight. 		
21	Rubbish removal	Slips, trips and falls Hazardous Substances – skin, eye, lung damage and illness Inhaling dust can cause rhinitis, bronchitis, lung damage, allergic reactions, asthma attacks and fibrosis Traffic Manual handling injuries	Category 2 – High Risk	<ul style="list-style-type: none"> Make sure gloves are worn at all times; Wear high visibility clothing when placing rubbish outside; Train workers in correct lifting techniques – bend the knees to lift and lower, use thighs (DO NOT bend over to lift), head up, chin in and keep elbows close to body - never twist while lifting, lowering or carrying a load; Make sure load is stable before lifting; When lifting heavy or awkward items get help or use lifting equipment; Rotate tasks to prevent repetitive strain injuries; Assess the weigh of the garbage bag before lifting; Do not compress rubbish bags before lifting; and Beware of surroundings when removing rubbish. Watch out for traffic. 	Category 4 – Low Risk	Either or some of the following; Area Manager, WHS Committee, Supervisor, PCBU, HR & Safety Manager, HSR, Cleaning Staff
22	Completion of work or end of work day	Contamination through skin contact Slips, trips and falls	Category 2 – High Risk	<ul style="list-style-type: none"> Never use industrial solvents to remove dirt or grease from skin; Always wash hands thoroughly after using chemicals and before eating, drinking, smoking or going to the toilet; Check all containers for any signs of leakage, seepage or 	Category 4 – Low Risk	Either or some of the following; Area Manager, WHS Committee, Supervisor,



Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
		Cuts and abrasions		spills and tightly seal lids and caps; • Minimise the chance of contamination by washing clothes worn when using chemicals regularly, wash separately from other clothes; • Place equipment in approved storage area or back in work vehicle; • Make sure the work area is left clean and tidy; and • Lock / secure storage areas and / or site as required.		PCBU, HR & Safety Manager, HSR, Cleaning Staff

Site Specific Requirements - To be completed by the PCBU or Site Supervisor if site-specific hazards are identified (attach additional pages if necessary):

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
1	Handling of soiled Linen	Biological – Blood/Bodily Fluids, Virus/Disease	Category 1 – Critical Risk	Prevent skin and eye contact by wearing appropriate PPE. Wash hands before and after handling. Take extreme care when handling soiled linen to avoid contact. Complete Induction and questionnaire.	Category 3 – Moderate Risk	Either or some of the following; General Manager, Area Manager, WHS Committee, Supervisor, PCBU, HR & Safety Manager, HSR, Cleaning Staff



Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
2	Dealing with sharps	Exposure to sharps – puncture wounds and blood-borne pathogens Biological – Blood/Bodily Fluids, Virus/Disease	Category 1 – Critical Risk	Handle sharps as directed in the ‘Dealing with Sharps’ work instruction. Take extreme care to avoid contact. Wear appropriate PPE Make use of Sharps Disposal containers Notify immediate supervisor. Complete Induction and questionnaire.	Category 3 – Moderate Risk	Either or some of the following; General Manager, Area Manager, WHS Committee, Supervisor, PCBU, HR & Safety Manager, HSR, Cleaning Staff

4. RESOURCES, QUALIFICATIONS AND PERMITS REQUIRED

Minimum number of workers required to complete this work	1 or more
Trade licence required to complete this work	Licence No: Not Applicable Held By:
Additional qualifications, permits and/or experience required to complete this work	Desirable: Certificate III in Asset Maintenance or Certificate III in Cleaning Operations
Additional training required to complete this work	CSCS Induction Series Site Specific Induction as well as review of SWMS and SDS required by all workers

5. SAFETY RESPONSIBILITIES

The **Officer** for this project is _____, he/she can be contacted on _____.

The **Site Supervisor** for this project is _____, he/she can be contacted on _____.

The **Health and Safety Representative (HSR)** for this project is _____, he/she can be contacted on _____.

All Charles Sturt Campus Services workers:

→ **WILL** be required to have relevant trade experience.

→ **WILL** be required to attend regular site inductions, project and task specific induction training and possess the current relevant General Construction Induction Training card.

Work Health and Safety - Responsibilities



the hazards associated

- a) **Area Managers** will be responsible for identifying and assessing the hazards associated with the works and documenting the hazard control measures to be taken.
- b) **Safety Manager** will be responsible for compliance with Work Health and Safety (WHS) legislation, regulations, standards, codes, and the site-specific Sites Safety Rules.
- c) **Area Managers** will be responsible for assessing and monitoring your subcontractors' capabilities, and for making sure they meet WHS requirements.
- d) **Safety Manager** will be responsible for managing the acquisition and communication of WHS information to managers, supervisors and people working on site.
- e) **Area Managers** will be responsible for preparing, maintaining and making accessible the register of hazardous substances.
- f) **CSU** will be responsible for maintaining first-aid stocks.
- g) **Area Managers** will be responsible for managing accident and emergency procedures.
- h) **Safety Manager** will be responsible for keeping WHS records.
- i) **Safety Manager** will be responsible for making sure that the Site Safety Rules are available and provided to people who may work on or visit the Site.
- j) **Safety Manager** will be responsible for workplace injury management and rehabilitation.
- k) **Safety Manager** will be responsible for managing communication between Health and Safety Committees (where applicable).
- l) **Safety Manager** will be responsible for displaying the Site Safety Rules on noticeboards and other suitable locations on site.

6. TRAINING RESPONSIBILITIES

The HSR will:

- a) identify the WHS training needs of management, supervisors and workers on site;
- b) make sure that appropriate training is carried out internally and/or by Safe Work Australia accredited trainers;
- c) make sure that all personnel attend general construction WHS induction training before starting work;
- d) make sure that all personnel attend adequate site-specific induction, work activity and refresher safety training;
- e) conduct induction training, task training and refresher safety training for everyone working on site; and
- f) keep appropriate records of WHS training at the Charles Sturt Campus Services office.

7. INCIDENT MANAGEMENT

The HSR will:

- a) be available (both during and outside normal working hours) to prevent, prepare for, respond to and recover from incidents; and
- b) make sure that the procedures for contacting the relevant person(s) are communicated and clearly displayed on the sites.

8. PLANT AND EQUIPMENT

Plant and Equipment used on site includes but is not limited to:

Plant and/or Equipment	Inspection and maintenance checks required
Electrical plant, power tools, leads and ELCB's	Tested and tagged monthly. Visual inspection prior to use
Vacuum	Visual inspection prior to use
Polishing Machine	Visual inspection prior to use and to manufacture's recommendations
Hand Tools	Visual inspection prior to use

9. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE for this task includes but is not limited to:

1	Safety boots	6	Hearing Protection
2	Respiratory masks / breathing apparatus (where required)	7	
3	Sunglasses / safety glasses	8	
4	Protective gloves	9	
5	Overalls / coveralls	10	



10. ACCESS

No access shall be permitted by other trades into the work area whilst work is in progress. If necessary, appropriate signage and/or hoarding will be set up around the work area to prevent access. Such signs and hoarding will be removed and area made-good on completion of work.

11. LEGISLATION, REGULATIONS, CODES AND STANDARDS

The following reference documents have been identified as relevant to this project and a copy is kept at the Charles Sturt Campus Services office. This list is a guide only and is not necessarily all the relevant documentation:



Australian Standards

- AS/NZS 4801:2001 Occupational Health & Safety Management Systems - specifications
- OHSAS 18001:2007 Occupational Health & Safety Management Systems – requirements
- AS/NZS 3760 In service safety inspection & testing of electrical equipment

Legislation

- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2014
- Safework compliance policy & prosecution guidelines
- Workers Compensation Act 1987
- Workplace Injury Management & Workers Compensation Act 1998
- Workers Compensation Regulation 2010

Industry Codes

- Managing Noise & Preventing Hearing Loss at Work
- Manual Handling
- Managing Electrical Risks in the workplace
- Managing the risks of falls in the workplace
- Preparation of Safety Data Sheets for Hazardous Chemicals
- Labelling of workplace Hazardous Chemicals
- Managing the Work Environment and Facilities
- Ladders
- Hazardous Manual Tasks
- Safe Work Method Statements
- First Aid in the Workplace

- How to Manage Work Health and Safety Risks
- Electrical Risks in the workplace
- Guide to preventing and responding to workplace bullying
- Dealing with workplace bullying – a worker's guide

Standard Operating Procedures

- Check Schedule & Sign off on Completions
- Golf Cart – SOP
- Kubota – SOP
- Kubota – prestart checklist

Work Instructions

- Clean Barbeques
- Clean Ceilings and cornices
- Clean Clivus Multrum Toilets
- Clean Doors, Walls and partitions
- Clean Fire Fighting Equipment
- Clean Fittings
- Clean floors, Stairs and Landings
- Clean Furniture to reach height
- Clean Glass and Mirrors – 1800mm
- Clean Graffiti off all surfaces
- Clean Mats as required
- Clean Shower curtains

- Clean Shower recesses and tapware etc
- Dust Air Conditioning and return vents
- Clean Spillage (Spot & Detail)
- Clean surfaces, cupboards and drawers
- Clean Toilets, basins and urinals
- Clean venetian blinds
- Clean vertical and horizontal surfaces to 1800mm
- Clean window coverings
- Clean window sills and ledges to 1800mm
- Cleaning cupboard equipment & general requirements
- Clean drinking fountains
- Cleaning furniture and fittings
- Cleaning of glass
- Cleaning of gymnasium
- Cleaning of vomit
- Dealing with Sharps
- Detail clean Exterior/Interior white goods and kitchen appliances
- Detail clean window coverings
- Emptying Office Organic Bins
- Gutters & Cleaning of windows at height
- Fogging (Misting Disinfecting)



12. SIGNOFF

The representatives of Charles Sturt Campus Services listed below have been involved in the creation and implementation of this Safe Work Method Statement (SWMS) and will make sure all work is carried out in accordance with this document. All workers listed below have the appropriate licence/qualifications and/or experience required to perform each job task:

Worker on site	Qualifications (e.g. Licences, Tickets, etc)	Signature	Date

Signature and details of person responsible for site supervision of the work, inspecting and approving work areas, work methods, compliance with SWMS, protective measures, plant, equipment and power tools for this site:

Signed: _____ Date: _____

Name: _____ Position: _____