


Back Pack Vacuuming					PROBABILITY		CONSEQUENCE				
Contract:					Likelihood		Minor (1)	Moderate (2)	Serious (3)	Major (4)	Catastrophic (5)
Site/Project:					Common or repeating occurrence	Almost Certain (5)	Medium 11	High 16	Extreme 20	Extreme 23	Extreme 25
Work Area:					Known to occur, or, “it has happened”	Likely (4)	Low 7	Medium 12	High 17	Extreme 21	Extreme 24
Name:	Michelle Manzini		Signature		Could occur	Possible (3)	Low 4	Medium 9	Medium 13	High 18	Extreme 22
Position:	Safety and Compliance Manager		Date	01/09/2023	Not likely to occur	Unlikely (2)	Low 2	Low 5	Medium 10	Medium 14	High 19
Revision Details:	Rev No.:	8	Rev Date:	Rev No.:	Practically Impossible	Rare (1)	Low 1	Low 3	Low 6	Low 8	Medium 15

1. IDENTIFY THE JOB STEPS		2. ID THE HAZARDS	3. ASSESS RISK	4. ENGAGE RISK CONTROLS	5. RESIDUAL RISK	6. RESPONSIBILITY
STEP	JOB STEP	HAZARDS IDENTIFIED	RATING ABOVE	CONTROL MEASURES	RATING ABOVE	POSITION / TITLE
	Site Induction	Confusion	3, 3 = 13	Complete site-specific induction Consultation with the workgroup in development of the SWMS	3, 2 = 9	Site Supervisor , Cleaner
1	Prepare the area for cleaning	Slip, trip or fall	3, 2 = 9	Turn lights on as required. Remove any rubbish or loose items. Spot clean carpet using a cleaning agent as required. Report major stains to your Supervisor	3, 1 = 4	Cleaner
2	Pick up back pack vac from storage area	Muscle sprain and strain	3, 3 = 13	Training of staff on correct way to lift backpack vac. If using a backpack vacuum, place the vacuum on a table or on a platform, reverse up to vacuum and insert arms through straps. Stand up with straps on shoulders and tighten straps. Fasten waist strap and tighten until straps are firm.	3, 2 = 9	Cleaner










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STEP	JOB STEP	HAZARDS IDENTIFIED	RATING ABOVE	CONTROL MEASURES	RATING ABOVE	POSITION / TITLE
3	Start back pack vac	Hearing loss during starting operation	3, 2 = 9	Ensure to have pack vac at a distance when starting operation, correct PPE earmuffs.	3, 1 = 4	Cleaner
		Muscle sprain and strain	3, 2 = 9	Training of staff on correct way to position themselves (posture) during starting operation	3, 1 = 4	Cleaner
		Electrical shock from machine or extension cord	4, 4 = 21	Testing and tagging of extension electrical cord and machine in accordance with Australian Standards	4, 3 = 17	Cleaner
				Inspect electrical test tag to ensure equipment test is not out of date (located on the electrical cord attached to the equipment). Visually inspect the equipment for signs of damage, particularly the cord. If inspection fails, do not proceed with the task report to Supervisor / Manager. Plug into nearest power outlet (power point) and turn on.	3, 3 = 13	Cleaner
4	Vacuuming carpets using back pack vacuum cleaner	Electrical shock form machine or extension cord	3, 4 = 18	Testing and tagging of extension electrical cord and machine in accordance with Australian Standards,	3, 3 = 13	Cleaner
				Inspection of electrical cords for damage or deterioration by operator prior to day's use	3, 4 = 18	Cleaner
		Muscle sprain and strain	3, 3 = 13	Training of staff on correct way to carry and use back pack vacuum cleaner and SWPs available for task.	3, 2 = 9	Cleaner
5	Vacuuming lifts carpet area	Muscle sprain and strain	3, 3 = 13	Training of staff on correct way to carry and use back pack vacuum cleaner and SWPs available for task.	3, 2 = 9	Cleaner
		Slip, trip or fall on/from extension cord	4, 3 = 17	Training of staff on correct way to carry and use back pack vacuum cleaner. Always lock the lift open with a key while vacuuming inside a lift. This will ensure the door does not close on the vacuum cord and start to move as this may cause damage to the cord or injury to you. Safety signage to always be on display during task,	4, 2 = 12	Cleaner
		Damage/Severe of extension lead and or vacuum	4, 3 = 17	Ensure to place a "cleaning in progress" sign across the lift door which would register the requirement for the doors to stay open whilst vacuuming	4, 2 = 12	Cleaner

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		Slip, trip or fall on/from extension cord	4, 3 = 17	Training of staff on correct way to carry and use back pack vacuum cleaner. Safety signage to always be on display during task	4, 2 = 12	Cleaner
6	Vacuuming stairs	Slip, trip or fall	4, 3 = 17	Always maintain 3 points of contact by holding onto the handrail with your free hand. Always start from the bottom of the stairs and work (walk) upwards. Never work (walk) backwards down the stairs.	4, 2 = 12	Cleaner
7	Return back pack vac to storage	Muscle sprain and strain	3, 3 = 12	If using a back pack vacuum, loosen straps, unclasp waist strap. Rest vacuum on a table and remove arms from straps. Take care that vacuum does not fall from table. Maintain correct posture	3, 3 = 13	Cleaner
		Electrical	3, 3 = 12	When complete, turn off switch on vacuum, turn off power outlet and unplug cord.	3, 3 = 13	Cleaner
		Slip, trip or fall on/from extension cord	4, 3 = 17	Training of staff on correct way to carry and use back pack vacuum cleaner. Maintain correct posture while performing the task	4, 2 = 12	Cleaner
8	Empty back vacuum cleaner	Cuts and or abrasions from opening and closing	2, 2 = 5	No sharp edges on clips and clamps. Wear gloves to avoid cuts or abrasions.	2, 2 = 5	Cleaner
		Debris in the eye from all the emptying process and or dust inhalation	3, 2 = 9	Inspect vacuum bag and empty as necessary. Ensure to always have the vacuum bag at a distance when emptying it out. Wear safety glasses to protect the eyes from debris. Wear a mask as well to avoid dust inhalation.	3, 2 = 9	Cleaner

ADDITIONAL REQUIREMENTS

TRAINING REQUIRED	TOOLS/EQUIPMENT/PPE REQUIRED		LICENCES/PERMITS/APPROVALS REQUIRED	EQUIPMENT/MAINTENANCE CHECKS REQUIRED
Correct posture during lifting and use or back pack vac & Correct	Back pack vacuum	Extension cord	Construction Induction Card White Card	

positioning of back pack vac on body (including straps)				
Vacuum training – using and checking	Safety Signage		Safety Inductions Site Specific Induction	Testing and tagging of electrical cords in accordance with Australian Standards – via Inspection Reports Test and Tag checked in WHS Audit Visits
Checking of all electrical cords for damage prior to use and power points				
Correct training on handling extension cord correctly and using warning signage at all times				

								
Gloves	Face mask	Eye protection	Hi-Vis Clothing	Appropriate footwear	Hearing protection	Protective clothing	Brim Hats	Sunscreen
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Injury &/or Emergency Response
 Injury - In the first instance, provide medical assistance to the injured worker & contact the ARA Supervisor / CRM.
 Emergency - Follow the site Emergency Response procedure as directed by site operator.
 The ARA Incident Response & Reporting Procedure will then be implemented

5. CONSULT

Person(s) responsible for supervising/inspecting work to sign. Cleaners to sign when they have read, understood, is competent to do this task safely and agrees with the SWMS

NAME	DATE	POSITION	SIGNATURE	NAME	DATE	POSITION	SIGNATURE
1.				5.			
2.				6.			
3.				7.			

4.				8.			
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6. APPROVAL

To be signed by the FM or delegate once all fields of this form have been completed and all hazards have been eliminated or reduced as low as reasonably practicable.

NAME	DATE	POSITION	SIGNATURE

7. LEGISLATION / REGULATIONS REFERENCE

ACT:

Work Health and Safety Act 2011
Work Health and Safety Regulation 2011

NT:

Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations 2011

SA:

Work Health and Safety Act 2012
Work Health and Safety Regulation 2012

VIC:

Occupational Health and Safety Act 2004
Occupational Health and safety Regulations 2017

NSW:

Work Health and Safety Act 2011
Work Health and Safety Regulation 2017

QLD:

Work Health and Safety Act 2011
Work Health and Safety Regulation 2011

TAS:

Work Health and Safety Act 2012
Work Health and Safety Regulations 2012

8. CHANGE REGISTER

Revision Number	Date	Change	Expiry
4	July 2016	Nil change	June 2018
5	July 2018	Minor amendments – Legislative/Regulatory reference, PPE images, inclusion of 'Change Register'.	June 2020
6	July 2020	Nil change	June 2022
7	September 2021	Refreshing of SWMS in alignment with the new BMS	August 2023
8	September 2023	Refreshing of SWMS in alignment with the new BMS	August 2025