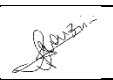


Buffing hard surfaces – the purpose of cleaning floor surfaces				PROBABILITY		CONSEQUENCE				
Contract:				Likelihood		Minor (1)	Moderate (2)	Serious (3)	Major (4)	Catastrophic (5)
Site/Project:				Common or repeating occurrence	Almost Certain (5)	Medium 11	High 16	Extreme 20	Extreme 23	Extreme 25
Work 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:	Sep 2023	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	Collect buffer and other equipment/supplies from storage area	Muscle sprain and strain	3, 3 = 13	Ensure that you are trained to use the buffer prior to commencing the task. Training of staff on correct way to handle the buffer Ensure that you always maintain correct posture when handling the buffer.	3, 2 = 9	Cleaner
2	Decanting chemicals into spray bottle	Inhalation of fumes during diluting or filling chemicals	4, 2 = 12	Wear PPE (Gloves, safety glasses etc.) Review SDS to identify chemical to be used (located in cleaning site folder or cleaners store). The SDS will also provide information regarding safe use, handling, requirements, PPE and emergency information.	3, 2 = 9	Cleaner

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STEP	JOB STEP	HAZARDS IDENTIFIED	RATING ABOVE	CONTROL MEASURES	RATING ABOVE	POSITION / TITLE
				Fill in well-ventilated area; wipe any excess off prior to use. Wear masks and gloves		
		Skin contamination during diluting or filling chemicals	4, 2 = 12	Training on diluting/filling techniques & colour coding, wear gloves, wipe any excess off prior to use. Wash off immediately if detected	3, 2 = 9	Cleaner
		Chemical inhalation during decanting activities.	3, 2 = 9	Complete activities in well-ventilated areas, including cleaners room with open door. Wear mask while performing this task	3, 1 = 4	Cleaner
3	Start buffer	Hearing loss during starting operation	3, 2 = 9	While starting the buffer and during the use of the buffer wear hear hearing protection to prevent hearing loss	2, 2 = 5	Cleaner
		Muscle sprain and strain	3, 3 = 13	Training of staff on correct way to position themselves (posture) during starting operation.	3, 2 = 9	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 Inspection of electrical cords for damage or deterioration by operator prior to day's use	3, 4 = 18	Cleaner
4	Buffing of floor surfaces using mechanical-electrical buffer	Electrical shock form machine or extension cord	4, 4 = 21	Testing and tagging of extension electrical cord and machine in accordance with Australian Standards Inspection of electrical cords for damage or deterioration by operator prior to day's use Do not operate the machine if you detect any faults. Immediately contact your supervisor and report. Do not proceed with the works.	3, 4 = 18	Cleaner
		Muscle sprain and strain	3, 3 = 13	Ensure that you are trained to use the buffer prior to commencing the task. Training of staff on correct way to handle the buffer Ensure that your always maintain correct posture when handling the buffer.	3, 2 = 9	Cleaner
		Slip, trip or fall	3, 3 = 13	Training of staff on correct way to carry and use buffer. Use of non-slip footwear. Ensure to place the safety signage and do not remove signage until the floor is completely dry.	3, 2 = 9	Cleaner

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
		Property Damage	3, 2 = 9	Ensure that you visually inspect the surrounding for any hazards Ensure that you have clear visibility of the area and the furniture/equipment around the area. Ensure that you carefully operate the buffer near walls and doors to avoid property damage.	2, 2 = 5	Cleaner
5	Return equipment to storage	Muscle sprain and strain	3, 3 = 13	Training of staff on correct way to handle the buffer Ensure that your always maintain the correct posture when handling the buffer.	3, 2 = 9	Cleaner
		Slip, trip or fall	3, 3 = 13	Use of non-slip footwear. Be cautious when handling the buffer. Visually chec	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 of buffing machine	Buffer, Buffing pads	Electrical extension cord	Construction Induction Card / White Card	Testing and tagging of electrical cords in accordance with Australian Standards
Checking of all electrical cords for damage prior to use and power points	Scraper	Chemicals (hazardous)	Safety Inductions Site Specific Induction	
Applying pads and their removal from buffer	Spray bottle	Safety Signs		

								
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.			

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, the 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	Nil change	August 2025