











Cleaning of Kitchen Appliances				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
1	Pick up equipment to conduct cleaning activities (if required)	Cross Contamination	4, 4 = 21	Wear gloves and safety boots during Inspection of electrical cords for damage or deterioration Ensure that Colour Code Guidelines are followed	4, 3 = 17	Cleaner
		Electrical shock from appliances or extension cord	4, 4 = 21	Switch off and unplug all portable electric appliances	4, 3 = 17	Cleaner
		Muscle sprain and strain	3, 3 = 13	Ensure correct posture is maintained while performing tasks	3, 2 = 9	Cleaner
		Slip, trip and or fall	3, 3 = 13	Always be vigilant of surroundings whilst picking up equipment	3, 2 = 9	Cleaner
2	Wipe electrical appliances	Electrical shock from appliances or extension cord	4, 4 = 21	Wear gloves and safety boots during Inspection of electrical cords for damage or deterioration	4, 3 = 17	Cleaner
			4, 4 = 21	Switch off and unplug all portable electric appliances	4, 3 = 17	Cleaner
			4, 4 = 21	Never touch anything electrical appliances with wet hands or bare feet	4, 3 = 17	Cleaner

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STEP	JOB STEP	HAZARDS IDENTIFIED	RATING ABOVE	CONTROL MEASURES	RATING ABOVE	Position
			4, 4 = 21	Use only dry cloth for cleaning	4, 3 = 17	Cleaner
		Muscle sprain and strain	3, 2 = 9	Training of staff on correct way to position themselves (posture) during cleaning operation	3, 1 = 4	Cleaner
3	Return of appliance after cleaning	Muscle sprain and strain	3, 3 = 13	Training of staff on correct way to lift back pack vac and SWPs available for task	3, 2 = 9	Cleaner
		Slip, trip and or fall	3, 3 = 13	Always be vigilant of surroundings whilst returning equipment/machinery to storage area	3, 2 = 9	Cleaner

ADDITIONAL REQUIREMENTS				
TRAINING REQUIRED	TOOLS/EQUIPMENT/PPE REQUIRED		LICENCES/PERMITS/APPROVALS REQUIRED	EQUIPMENT/MAINTENANCE CHECKS REQUIRED
Training on correct posture and manual handling methods	Microfiber cloths	Trolley	Safety Inductions Site Specific induction	
Training on ARA Colour Code Guidelines	Safety Warning 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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, 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