











Cobweb Removal – to remove cobwebs in a safe manner				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	POSITION / TITLE	
1	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
2	Collect cleaning materials i.e. cob web brush	Muscle sprains or strains	2, 2 = 5	Maintain correct posture while performing the task Ensure the cleaning tool/pole is long enough to reach the areas to be cleaning, avoid working on tip-toes or standing on furniture. Adjust telescopic tools to suitable length for the task.	2, 1 = 2	Cleaner
3	Install appropriate signage	Public safety	2, 2 = 5	Install appropriate signage and barriers to maximise public safety during the cleaning operation. Undertake tasks whenever possible when there is no pedestrian traffic.	2, 1 = 2	Cleaner
4		Muscle sprains or strains	2, 2 = 5	Ensure that you visually inspect your surroundings for any hazards Maintain correct posture while performing the task	2, 1 = 2	Cleaner

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	<p>Removal of cobwebs from light covers, corners, diffuser, windows etc.</p> <p>Check carefully for cobwebs, particularly in high corners. Use long handled broom or duster. Check areas immediately outside the door</p> <p>When removing cobwebs, frequently shake the cobweb brush to remove soil.</p>			<p>Ensure the cleaning tool/pole is long enough to reach the areas to be cleaning, avoid working on tip-toes or standing on furniture. Adjust telescopic tools to suitable length for the task.</p> <p>Work directly in front of you and avoid twisting or overreaching from side to side or overarch back and forth.</p> <p>Alternate left and right hands at the top of handle to avoid static hand positions.</p>		
		Property Damage	2, 2 = 5	Take care around security, sound and light fittings to avoid dislodging or damaging lenses/speakers/globes/ tubes/light covers.	2, 1 = 2	Cleaner
		Debris flying into eyes, mouth	3, 2 = 9	Dust mask, goggles (or similar),	3, 1 = 4	Cleaner
		Spider bites –injected spider venom circulating through your bloodstream – can cause mild stinging sensation when bitten (or no pain at all), slight swelling around one or two small bite marks, dull, numbing pain progressing from the bite site to your abdomen and back (usually within an hour of being bitten), severe cramping or rigidity in your abdominal muscles	3, 3 = 13	<p>Wear PPE</p> <p>Cobweb duster to be used at all times otherwise cloths to brush away cobweb</p> <p>Remove soil from cobwebbing head or dusters (take care of any insects present).</p> <p>Visually inspect the floors and your PPE, cloths to ensure that there is no insects hazards</p>	3, 2 = 9	Cleaner
5	Dispose of dust, cob webs and rubbish					
	Remove soil from cobwebbing head or dusters (take care of any insects present).	Muscle sprains or strains	2, 2 = 5	Training on correct posture during collection activities, correct PPE gloves	2, 1 = 2	Cleaner
		Slip, trip or fall during task	3, 2 = 9	Ensure that you visually inspect your surroundings for any hazards. Wear PPE	3, 1 = 4	Cleaner

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STEP	JOB STEP	HAZARDS IDENTIFIED	RATING ABOVE	CONTROL MEASURES	POSITION / TITLE	
6	Return all cleaning materials to storage	Muscle sprains or strains	2, 2 = 5	Training on correct posture during activities	2, 1 = 2	Cleaner
		Slip, trip or fall during cleaning task	3, 3 = 13	Ensure that you visually inspect your surroundings for any hazards. Wear PPE	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 for cobweb removal	Cobweb broom/brush Telescopic Cobweb remover		Construction Site Induction White Card	
	Yellow oil impregnated chux cloths		Safety Inductions Site Specific induction	
	Safety signs	Extension Pole Steel Capped Boots Hi-Vis Reflective Taped Cotton Uniform		

								
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 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