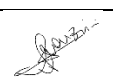


Disinfectant of Surfaces and High Touch Points					PROBABILITY		CONSEQUENCE				
Contract:					Likelihood		Minor (1)	Moderate (2)	Serious (3)	Major (4)	Catastrophic (5)
Site/Project:					Common or repeating occurrence	Almost Certain (5)	Medium 11	High 16	Extreme 20	Extreme 23	Extreme 25
Work Area:					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	Collect all equipment/materials required for cleaning up contaminated areas i.e. correct colour coded cloths. Appropriate PPE	Muscle sprains or strains	2, 2 = 5	Training on correct posture during collection activities	2, 1 = 2	Cleaner
		Slip, trip or fall during task	2, 2 = 5	Staff training and to be vigilant of surroundings when collection of equipment/materials	2, 2 = 5	Cleaner
		Risk of contamination Cuts, grazes or deep lacerations that may cause infection	3, 4 = 18	Ensure to wash hands thoroughly before commencement (Perform hand Hygiene prior to wearing PPE) Wear appropriate PPE (Disposable Gloves, Disposable Shoe Covers, Disposable Overall, Disposable Mask, Safety Glasses) At start of each shift – staff should wash hands to both clean them and identify any cuts or breaks in the skin,	2, 2 = 5	Cleaner

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STEP	JOB STEP	HAZARDS IDENTIFIED	RATING ABOVE	CONTROL MEASURES	RATING ABOVE	Position
				cuts/abrasions should be covered with waterproof dressings – located in First Aid Kit		
2	Fill chemical dispenser with appropriate disinfectant for wiping down of contaminated areas and high touch points	Inhalation of fumes during diluting or filling chemicals	4, 2 = 12	Fill in well ventilated area, all chemical bottles are clearly labelled, a full understanding of the SDS for specific chemicals Hand Sanitizers to be used prior wearing PPE such as gloves Wear protective clothing, including eyewear, mask (surgical/N95), coveralls, safety boots and wear disposable gloves, face shield and shoe covers Follow SDS and PPE guidelines at all times	3, 2 = 9	Cleaner
		Skin contamination during diluting or filling chemicals	3, 3 = 13	Hand Sanitizers to be used prior wearing PPE such as gloves Wear protective clothing, including eyewear, mask (surgical/N95), coveralls, safety boots and wear disposable gloves, face shield and shoe covers Follow SDS and PPE guidelines at all times All chemical bottles are clearly labelled, a full understanding of the SDS for specific chemicals, Always wash hands before and after handling chemicals	3, 2 = 9	Cleaner
3	Manual Handling of wiping down contaminated area i.e. telephones, computers, chairs, desks etc.	Muscle sprains or strains	3, 2 = 9	Training on correct manual handling posture during this task is conducted	3, 1 = 4	Cleaner
		Slip, trip or fall during task	3, 2 = 9	Available SWPs, staff training, display safety signs i.e. wet floor signs	3, 1 = 4	Cleaner
	Manual Handling of wiping down high touch points i.e door handles, cupboards, railings, dispensers, fridge doors/handles, Microwave buttons,	Contracting of any virus/diseases during cleaning activity	3, 4 = 18	Correct PPE must be work during cleaning activity i.e. half arm rubber gloves & face masks Wear appropriate PPE (Disposable Gloves, Disposable Shoe Covers, Disposable Overall, Disposable Mask, Safety Glasses	3, 2 = 9	Cleaner

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STEP	JOB STEP	HAZARDS IDENTIFIED	RATING ABOVE	CONTROL MEASURES	RATING ABOVE	Position
4	Emptying/disposing of contaminated/used clothes & disposable PPE into leak proof plastic bag and ensuring the bag is sealed correctly and safely afterwards	Muscle sprains or strains	3, 2 = 9	Training on correct manual handling posture during this task	3, 1 = 4	Cleaner
		Skin irritation or rash from cross contamination from emptying bucket with chemical and water	4, 2 = 12	Wear gloves, SWPs, Wash off immediately if detected or treat in accordance with any SDS instructions	3, 2 = 9	Cleaner
		Contracting disease from bodily fluids / contaminated area	3, 4 = 18	At start of each shift – staff to wash hands to both clean them and identify any cuts or breaks in the skin, cuts/abrasions should be covered with waterproof dressings – located in First Aid Kit, PPE wear to be worn at all times (goggles, rubber gloves and or PV & face masks)	3, 2 = 9	Cleaner
		Skin irritation or rash from cross contamination with body fluid or absorbent material	3, 4 = 18	Wear gloves, Wash off immediately if detected or treat in accordance with any SDS instructions	3, 2 = 9	Cleaner
5	Correct disposal of leak plastic bag once sealed correctly & safety into general waste / clinical waste bin if available	Skin irritation or rash from cross contamination due to poor sealed bag	2, 2 = 5	Wear PPE (gloves)	2, 2, = 5	Cleaner
		Muscle sprains or strains	3, 2 = 9	Training on correct manual handling posture during this task	3, 1 = 4	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			
Chemical training	Wet floor signs	Appropriate foot wear		
Correct posture and movement in wiping contaminated areas	Cloths disposable & correct colour code cloths		Safety Inductions Site Specific Induction	

How to wear PPE	Shield Citrus & or Viraclean	Appropriate footwear (Disposable Gloves, Disposable Shoe Covers, Disposable Mask, Safety Glasses Hard Hat (If applicable) Steel Capped Boots Hi-Vis Reflective Taped Cotton Uniform		
How to correctly clean and dispose of Bodily Fluids and Blood spills	Wet floor 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 type="checkbox"/>	<input checked="" 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