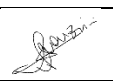


Dusting and wiping - to leave all areas clean and free of dust				PROBABILITY		CONSEQUENCE				
Contract:				Likelihood		Minor (1)	Moderate (2)	Serious (3)	Major (4)	Catastrophic (5)
Site/Project:				Common or repeating occurrence	Almost Certain (5)	Medium 11	High 16	Extreme 20	Extreme 23	Extreme 25
Work 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	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 equipment, dusting cloths, detergent, extension pole and attachments and feather duster.	Muscle sprains or strains	2, 2 = 5	Training on correct posture during collection activities	2, 1 = 2	Cleaner
3	Decanting chemicals into smaller atomiser bottles	Inhalation of fumes during diluting or filling chemicals	4, 2 = 12	Refer chemical SDS prior using the product Correct training on filling chemicals into dispenser. Wear Gloves and safety glasses	3, 2 = 9	Cleaner
		Skin contamination during diluting or filling chemicals	4, 2 = 12	Training on diluting/filling techniques, wear gloves, SWPs. Wash off immediately if detected, correct PPE gloves.	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
4	Begin dusting and wiping area					
	Start at the right hand side of the designated area (left side if you're left handed).	Muscle sprains or strains Repetition of movement	2, 2 = 5	Training on correct posture during task Wear gloves and mask When and if using extension pole do not strain to reach area to be dusted. Do not move piles of paper, books etc Follow ARA colour coding guidelines	2, 1 = 2	Cleaner
	Use extension pole and attachments to dust high signage or ledges	Lacerations / Cuts		Do not place hands where you cannot see. Ensure that you wear PPE (gloves)		Cleaner
	Use damp cloth to wipe all lower level horizontal ledges, furniture and fittings.	Hazardous Chemicals / Eye irritation	2, 2 = 5	Chemicals to be used safely in accordance SDS sheet Ensure correct PPE worn prior to commencing works	2, 1 = 2	Cleaner
	Do not leave smears or polish marks	Fall from heights	2, 2 = 5	When high dusting do not stand on furniture. Use ladder if required Always ensure that you maintain 3 point contact Do not proceed with the task if you feel unsafe Do not perform any work above 2M height- Consult Supervisor	2, 1 = 2	Cleaner
5	Dispose of dust and rubbish	Muscle sprains or strains	2, 2 = 5	Training on correct posture during collection activities, correct PPE gloves	2, 1 = 2	Cleaner
6	Return all cleaning materials to storage	Muscle sprains or strains	2, 2 = 5	Training on correct posture during activities	2, 1 = 2	Cleaner
		Cuts/grazes – can cause infections	2, 1 = 2	Ensure to wash hands before commencement and check for any cuts, always ensure to wear correct PPE i.e. gloves	2, 1 = 2	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 wiping surfaces	Feather Duster for High Dusting	Extension Pole	Site Induction / White Card	

	Microfiber cloths		Safety Inductions Site Specific induction	
	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 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
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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