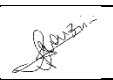


Sweeping – to keep floors clean of any litter				PROBABILITY		CONSEQUENCE				
Contract:				Likelihood		Minor (1)	Moderate (2)	Serious (3)	Major (4)	Catastrophic (5)
Site/Project:				Common or repeating occurrence	Almost Certain (5)	Medium 11	High 16	Extreme 20	Extreme 23	Extreme 25
Work Area:				Known 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	Site Supervisor , Cleaner
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 for sweeping from cleaners room	Muscle sprains or strains – back and shoulder can cause ongoing injuries short/long term	2, 2 = 5	Training on correct posture during collection activities,	2, 1 = 2	Cleaner
3	Picking up any rubbish or materials lying on floor	Muscle sprains or strains – back and shoulder can cause ongoing injuries short/long term	2, 2 = 5	Training on correct posture during collection activities, bend your knees when picking up miscellaneous rubbish,	2, 1 = 2	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	Site Supervisor , Cleaner
		Slip, trip or fall during task	2, 2 = 5	Available SWPs, staff training	2, 2 = 5	Cleaner
		Infectious disease transmission through needle sticks	4, 3 = 17	At start of each shift – staff should 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, never attempt to pick up rubbish by hand, always use the dustpan and broom or use long reach tweezers to reach difficult areas, if during sweeping or collection of rubbish you come across a needle or a syringe – if applicable use tongs and syringe container provided and dispose of safely otherwise isolate area and report this, make sure that all staff has received training in dealing with needle sticks and control, PPE- glasses/gloves to be worn at all times	4, 2 = 12	Cleaner
		Skin contamination of clearing out rubbish	4, 2 = 12	Wash off immediately if detected and use correct PPE wear i.e. gloves	3, 2 = 9	Cleaner
4	Sweep areas	Muscle sprains or strains	2, 2 = 5	Ensure that correct posture is maintained while performing the task	2, 1 = 2	Cleaner
		Slip, trip or fall during task	3, 2 = 9	Wear PPE (Foot wear) Visually check your surrounding prior to perform the task	3, 1 = 4	Cleaner
4	Disposal of rubbish	Muscle sprains or strains	2, 2 = 5	Ensure that correct posture is maintained while performing the task Seek assistance if the load is too heavy	2, 1 = 2	Cleaner
		Skin contamination of disposal of rubbish	4, 2 = 12	Wash off immediately if detected and use correct PPE wear i.e. gloves	3, 2 = 9	Cleaner
5	Return equipment to storeroom	Muscle sprains or strains	2, 2 = 5	Ensure that correct posture is maintained while performing the task	2, 1 = 2	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	Site Supervisor , Cleaner
		Slip, trip or fall during task	3, 2 = 9	Wear PPE (Foot wear) Visually check your surrounding prior to perform the task	3, 1 = 4	Cleaner

ADDITIONAL REQUIREMENTS			
TRAINING REQUIRED	TOOLS/EQUIPMENT/PPE REQUIRED		LICENCES/PERMITS/APPROVALS REQUIRED
Training on correct posture and manual handling methods for waste removal from various locations	Bin Liners	Trolley	Construction Site Induction White Card
	Safety signs		Safety Inductions Site Specific induction
Correct posture and movement when sweeping	Broom		

								
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