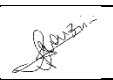


Toilet Cleaning – to clean and ensure toilets are in a healthy and hygienic condition				PROBABILITY		CONSEQUENCE				
Contract:				Likelihood		Minor (1)	Moderate (2)	Serious (3)	Major (4)	Catastrophic (5)
Site/Project:				Common or repeating occurrence	Almost Certain (5)	Medium 11	High 16	Extreme 20	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	Supervisor, Cleaner
2	Collect all equipment required for cleaning up toilets	Muscle sprains or strains	2, 2 = 5	Training on correct posture during collection activities Visually inspect the equipment for signs of damage or wear. Replace as necessary	2, 1 = 2	Cleaner
		Cross Contamination	2, 2 = 5	Ensure that the ARA Colour Code Guidelines are followed	2, 1 = 2	Cleaner
3	Prepare the area for Cleaning	Skin contamination during diluting or filling chemicals	3, 3 = 13	Inspect toilet facility and partition tops for any syringes, foreign objects, blood or damage. Report any issues to Area Supervisor. (Refer to Safe Work Instruction - Sharps Disposal).	2, 1 = 2	Cleaner

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STEP	JOB STEP	HAZARDS IDENTIFIED	RATING ABOVE	CONTROL MEASURES	RATING ABOVE	Position
		Public fear	3, 3 = 13	Check that toilet facilities are not in use Place "Caution – Cleaning In Progress" sign at the door to the toilet facilities to warn others of work in progress. Close main door/gate to toilet facility, when necessary.	2, 1 = 2	Cleaner
4	Fill dispenser and or toilet rolls	Muscle sprains or strains	2, 2 = 5	Training on correct posture	2, 1 = 2	Cleaner
5	Filling up bucket – chemicals/detergent	Inhalation of fumes during diluting or filling chemicals, Manual handling	4, 2 = 12	Fill in well ventilated area, all chemical bottles are clearly labelled, a full understanding of the SDS for specific chemicals wear masks. Put on your safety glasses or goggles, to protect your eyes from chemical splash. Put on your rubber gloves, to protect skin from chemical splash. ½ fill red mop bucket and red bucket with water Use correct manual handling technique Add chemical to both buckets of water in the required dose, refer to bottle label/SDS register.	3, 2 = 9	Cleaner
		Skin contamination during diluting or filling chemicals	4, 2 = 12	All chemical bottles are clearly labelled, a full understanding of the SDS for specific chemicals, Always wash hands before and after handling chemicals. Wear gloves	3, 2 = 9	Cleaner
6	Cleaning of toilets, sinks and walls i.e. using chemicals and detergents	Transmission of infectious disease through needle stick injury	3, 3 = 13	Place a safety sign outside door, 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, Assess and check area to check for needles/syringes, urine, blood etc. and treat any bodily fluid as possible infectious, PPE- glasses/leather/rugger gloves to be worn at all times	3, 2 = 9	Cleaner
		Muscle sprains or strains	2, 2 = 5	Correct posture during activities	2, 1 = 2	Cleaner

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STEP	JOB STEP	HAZARDS IDENTIFIED	RATING ABOVE	CONTROL MEASURES	RATING ABOVE	Position
		Slip, trip or fall during task (Cleaner)	2, 2 = 5	Staff training, safety signs to be put on display, Ensure to mop according the correct mopping technique, ensure floors are dry before completing task, wear correct PPE i.e. gloves	2, 2 = 5	Cleaner
		Inhalation of fumes or splash during cleaning	3, 3 = 13	Ensure all chemical bottles are clearly labelled, ensure a full understanding of the SDS for specific chemicals, always wash hands before and after handling chemicals, ALWAYS wear PPE i.e. gloves/glasses/masks	3, 2 = 9	Cleaner
7	Emptying rubbish in toilets	Muscle sprains or strains	2, 2 = 5	Training on correct posture	2, 1 = 2	Cleaner
		Skin irritation or rash from cross contamination from emptying rubbish	4, 2 = 12	Wear gloves, Wash off immediately if detected	3, 2 = 9	Cleaner
8	Fill up mop bucket – chemical/water	Skin contamination during filling up bucket	4, 2 = 12	Ensure a full understanding of the SDS for specific chemicals, always wash hands before and after handling chemicals, ALWAYS wear PPE i.e. gloves/glasses/masks	3, 2 = 9	Cleaner
9	Mopping of floors	Muscle sprains or strains	2, 2 = 5	Maintain correct posture during activities, maintain correct mopping techniques	2, 1 = 2	Cleaner
		Slip, trip or fall during task (Cleaner)	2, 2 = 5	Staff training, safety signs to be put on display, Ensure to mop according to the correct techniques, ensure floors are dry before completing task, wear correct PPE i.e. gloves DO NOT remove the safety signage prior to the floor is completely dry.	2, 2 = 5	Cleaner
10	Emptying of mop bucket	Muscle sprains or strains	2, 2 = 5	Training on correct manual handling techniques Maintain posture during this task	2, 1 = 2	Cleaner
		Skin irritation or rash from cross contamination from emptying bucket with chemical and water	4, 2 = 12	Wear gloves, Wash off immediately if detected or treat in accordance with any SDS instructions	3, 2 = 9	Cleaner
11	Return of all equipment to cleaners storeroom	Muscle sprains or strains	2, 2 = 5	Training on correct manual handling techniques Maintain posture during this task	2, 1 = 2	Cleaner

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STEP	JOB STEP	HAZARDS IDENTIFIED	RATING ABOVE	CONTROL MEASURES	RATING ABOVE	Position
		Slip, trip or fall during task (Cleaner)	2, 2 = 5	Training on correct manual handling techniques Maintain posture during this task Ensure to wear slip resistance foot wear	2, 2 = 5	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	Bin Liners	Trolley	Safety Inductions Site Specific induction	
Training on ARA Colour Code Guidelines	Safety Warning signs	Microfiber cloths		
Training on hazardous chemical handling	Mop Bucket	Chemicals		



Gloves



Face mask



Eye protection



Hi-Vis Clothing



Appropriate footwear



Hearing protection



Protective clothing



Brim Hats



Sunscreen



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