











Wet Mopping is to remove dirt or soil from hard floor surfaces				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.:	9	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	Cleaner
2	Collect all equipment required for wet mopping	Muscle sprains or strains	2, 2 = 5	Training on correct posture during collection activities	2, 1 = 2	Cleaner
3	Fill mop bucket for mopping of floors	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 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	3, 2 = 9	Cleaner

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STEP	JOB STEP	HAZARDS IDENTIFIED	RATING ABOVE	CONTROL MEASURES	RATING ABOVE	Position
				Use correct manual handling technique Add chemical to both buckets of water in the required dose, refer to bottle label/SDS register.		
		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 while diluting or filling chemicals.	3, 2 = 9	Cleaner
4	Mopping of floors and surfaces	Muscle sprains or strains – back and shoulder	2, 2 = 5	Training on correct manual handling for lifting and using of mop and wringer bucket – ensure this is adapted at all times and use trolley to transfer all equipment from one area to another	2, 1 = 2	Cleaner
		Slip, trip or fall	3, 3 = 13	Wear PPE PLEASE NOTE: ▶ must place a wet floor signage in the area you intend to mop before you commence mopping ▶ Further, you must ensure that the wet floor signage is erected until the floor is complete dry	3, 2 = 9	Cleaner
5	Emptying of mop bucket into sewer (i.e. cleaners sink)	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, Wash off immediately if detected or treat in accordance with any SDS instructions. Wear gloves when emptying mop bucket.	3, 2 = 9	Cleaner
6	Return of equipment to storeroom	Muscle sprains or strains – back and shoulder	2, 2 = 5	Training on correct manual handling for lifting of equipment	2, 1 = 2	Cleaner
		Slip, trip or fall during task	3, 3 = 13	Staff training and more regular staff training and tool box meetings	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	Microfiber cloths	Trolley	Safety Inductions Site Specific induction	
Training on ARA Colour Code Guidelines	Safety Warning signs	Gloves		
Correct posture and movement of wet mopping	Mop/wringer bucket	Disinfectant chemical/dispenser	footwear	
Chemical training	Wet floor signs	Appropriate foot wear		

								
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	March 2022	Reviewed job steps, changes to placement of signage	February 2024
9	September 2023	Revision of PPE	August 2025