

# Standard Operating Procedure

## Scrubbing a floor using an Auto Scrubber

### HAZARDS:

Operational Injury, back/shoulder strain and sprain. Assess the area to be dusted for any hazards – loose items – excess dust – electrical equipment and fittings

**Note: Check equipment for any obvious defects or damage. Do not use a damaged machine and notify your supervisor**

### PURPOSE:

To safely and effectively scrub hard floor surfaces that removal of light debris, dust, oil, grease or floor marks

### EQUIPMENT / MATERIALS:

- Safety signs / barriers
- Drive plate and polyester buffing pad (red or green) or scrubbing brush
- Floor scraper
- Abrasive scourer pad
- Bucket and mop (as per colour coding requirements) or water sucking machine
- Cloth/disposable cloth/microfiber cloth (as per colour coding requirements)
- Banister brush and dust pan
- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required.

### PREPARATION:

- Warning signs to be displayed or barriers to maximise public safety during the cleaning operation
- Dust control mop floor. (Follow the Dust Control Mopping Safe Work Procedure)
- PPE to be worn (glasses and gloves)
- Check equipment for any obvious defects or damage, Do not use a damaged machine and notify your supervisor
- Mix chemical with water slowly in a bucket according to SDS or put hose from the solution mixer into tank to fill and then add cleaning product. If using a bucket, only fill it  $\frac{3}{4}$  full to reduce spills. Pour mixture into the machine's tank slowly to avoid spilling. Know where to find the SDS sheets in the event of a chemical accident or spill.
- Ensure to always check area before commencement for any slip or trip hazard
- Ensure that all equipment is with you before starting work
- If necessary use a trolley to transfer equipment from one area to another
- Ensure all signs are placed around area to be worked on, prior to work starting
- Ensure a full understanding of chemicals to be used (SDS)

### SAFETY:

- Ensure all equipment is test and tagged i.e. Charging Devices
- The operator should be fully trained in the use of the machine
- The operator should be physically capable to manoeuvre, transport and operate the machine

- The operator should be able to recognise unusual operation of the machine and report any problems
- Operate equipment in accordance with the manufacturer's instructions and facility requirements
- Install appropriate signage and barriers to maximise public safety during the cleaning operation
- Always adhere to Standard Precautions
- Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required
- Use the correct manual handling techniques for the task required
- Always ensure that electrical equipment is switched OFF whenever inserting or removing from a power point
- Always ensure hand hygiene is performed after each clean and after removing gloves
- Ensure hands are dry when connecting and disconnecting electrical equipment to a power point

#### **PROCEDURE:**

- Visually check surroundings of area before commencement work
- Check equipment for any obvious defects or damage, Do not use a damaged machine and notify your supervisor
- Place out caution signs and barricades required in work area
- Select and prepare the equipment for the procedure
- Install appropriate signage and barriers to maximise public safety during cleaning
- Wear personal protective equipment as appropriate for the procedure
- Apply the dust mop to the floor surface to gather and remove waste as per procedure
- Turn the solution lever on and lower the brush and squeegee
- Scrub the floor at walking speed using overlapping runs
- Mop up any leftover solution from turns and areas the machine did not pick up
- Dust control mopping of hard floors
- Attach the correct floor pad to the machine
- Dust mop the floor when completed.
- Empty dirty water from the machine in the designated sluice or proper drain
- Wipe the machine with a damp cloth
- Take the pads and brushes to the cleaners room to clean
- Wash the brush/pad in neutral detergent, rinse, shake off excess water and hang to dry
- Store equipment safely in the designated area
- Before leaving, servicing or charging, stop the machine on a level surface, turn it off, apply parking brake and remove the key
- Remove personal protective equipment, and perform hand hygiene

#### **CARE OF EQUIPMENT:**

- Wipe the cord with a damp cloth
- Wipe the machine with a damp cloth
- Wind the cord on the machine from the machine end of the cord
- Take the pads and brushes to the cleaner's room to clean
- Empty dirty water from the machine in the designated sluice or proper drain
- Wipe the machine with a damp cloth
- Take the pads and brushes to the cleaner's room to clean
- Wash the brush/pad in neutral detergent, rinse, shake off excess water and hang to dry
- Store equipment safely in the designated area
- Signs to be stored for future use
- Cleaners room to be left clean and tidy at all times

**NOTE: Pay attention at all times to complete tasks safely**

**ENVIRONMENTAL:**

- Remove minor chemical spills according to site requirements.
- Dispose waste materials according to job site requirements and including recycling guidelines.
- Do not dispose waste down storm water drains.
- After use ensure you switch of equipment at power point with dry hands.
- Where applicable ensure correct bin liners and bins are used in accordance with site requirements and recycling guidelines.
- Turn off tap after use.
- Once you have carried out your cleaning duties where applicable switch off lights.

**NOTE:** Report any leaking taps, faulty appliances and incorrect disposal of waste materials to your site supervisor or manager.