Standard Operating Procedure
Wet Mopping

HAZARDS: Slip, trip or fall, chemical inhalation, back/shoulder strain and sprain.

WARNING NOTICE:
Always ensure to visually check surroundings of area to be mopped before commencement for any trip or slip hazards e.g. objects such as boxes or chairs. When mopping floors ensure that wet floor signs are used and when task complete wait until the floor is completely dry before removing signs.

PURPOSE:

The purpose of wet mopping is to remove dirt or soil from hard floor surfaces.

EQUIPMENT / MATERIALS:

- Mop & wringer bucket (colour coded to suit area being cleaned)
- Disinfectant chemical (applicable to your site)
- Chemical dispenser (applicable to your site)
- Gloves
- Safety glasses
- Appropriate foot wear
- Wet floor signs i.e. cleaning in progress & slippery when wet

PROCEDURE:

- Visually check surroundings of area before commencement for slip or trip hazard
- To avoid chemical splash into eyes, face, body or other horizontal / vertical surfaces, do not place the mop into the mop bucket with force.
- Ensure that a correct posture is adopted during all manual handling activities, ie. when mopping a floor do not swing the mop further than the distance of your shoulders
- Sections to be mopped in 2 metre wide sections as follows:
  - Mop to be swirled around in bucket containing detergent solution
  - Mop to be wrung as dry as possible, using a twisting and pulling motion
  - When pulling the mop out of the bucket, bend your knees and keep your back straight
  - Spin the mop to open fibres then place on floor
  - Use horizontal strokes moving backwards and do not over reach while mopping
  - Keep the mop handle close to your body to maintain a comfortable upright posture
  - Remove any chewing gum
  - Rinse the mop frequently
- Use the heel of the mop with a hard pad to remove stubborn spots
- Solution and mop should not be allowed to become too dirty

PREPARATION:

- Warning signs to be displayed
- Dust control mop floor. (Follow the Dust Control Mopping Safe Work Procedure)
- PPE to be worn (glasses and gloves)
- Detergent solution to be prepared, as per instructions, in the wringer bucket
- 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 (MSDS)

SAFETY:

- Equipment to be checked before and after use and any damage or unsafe condition to be reported to supervisor
- Do NOT leave mop lying on the floor
- Stand the mop upright in a corner when not in use
- Warning signs to be displayed until floor is dry
- Store colour coded equipment separately
- Use little water as possible
- Solution must not be allowed to become too dirty
- Soaps should NOT be used

CARE OF EQUIPMENT:

- Water/Solution must be emptied into approved drain as instructed
- Buckets to be rinsed and all loose mop strands or fringes removed
- Buckets to be stored upside down in cleaners room
- All mop heads to be removed and autoclaved after every use
- 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

ENVIROMENTAL:

- 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.