

# Standard Operating Procedure

## Dust Cleaning

**HAZARDS:** Shoulder strain

**Assess the area to be dusted for any hazards – loose items – excess dust – electrical equipment and fittings**

### **PURPOSE:**

The purpose of dust cleaning is to leave all areas clean and free of dust

### **EQUIPMENT / MATERIALS:**

- Feather duster
- Wool duster
- Dry cloth duster
- Yellow oil impregnated chux cloths
- Hat
- Dust mask
- Safety signs

### **PROCEDURE:**

- Wrap the yellow chux dusting cloth around the feather or wool duster
- Start dusting from highest point working down to floor level
- Gently wipe the duster over surfaces
- Dust areas by hand that are only within safe reach
- Dust low areas with a short handled mop or similar by keeping your back upright as possible and bending your knees
- Do not over reach
- After dusting the area, inspect your work and dust any areas that you may have missed
- Dispose of chux after task completed

### **PREPARATION:**

- Display safety signs
- Ensure that all required equipment is with you before start of cleaning
- Put on all required PPE prior to commencement of task

### **SAFETY:**

- Always put on the appropriate PPE for the task being performed before commencing the task
- Always ensure that staff who will perform these activities receive the appropriate training in manual handling before work commences
- Always adopt correct manual handling postures
- Alternate levels of dusting at all times
- Equipment to be checked before and after use and any damaged or unsafe condition to be reported to your Supervisor

- **Do not** stand on furniture at any time

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

- Shake or vacuum duster clean
- Safety signs are stored for future use
- Put away all other equipment used in cleaner's store in the right storage areas for future use
- Cleaners room to be left clean and tidy at all times.

#### **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.