

Standard Operating Procedure

Damp Low Dusting

HAZARDS: Shoulder and back strain.

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

PURPOSE:

The purpose of Low Damp Dusting is to leave all areas clean and free of dust

EQUIPMENT / MATERIALS:

- Safety Signs
- Cleaning Cloths
- Bucket
- Detergent
- Safety Signs

PROCEDURE:

- Quarter fill the bucket with warm water and detergent
- Place the approved cleaning cloth into the bucket and wring out excess water
- Wipe over from the highest point down to floor level on vertical surfaces and from the futherest point to the closest point on horizontal surfaces. □ Dust areas by hand that are only with in safe reach □ Do not over reach.
- After dusting the area, inspect your work and dust any area that you may have missed □ Dispose of Dorset cloth after task completed in the linen skip **PROCEDURE:**
- 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 any furniture at any times.

CARE OF EQUIPMENT:

- Safety signs are to be stored for future use
- Cleaning cloth to be washed and dried for future use
- Put away all equipment used in cleaners store in the right storage area for future use
- Cleaners room to be left clean and tidy at all times

NOTE: Pay attention at all times to complete the task 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.