

# Standard Operating Procedure

## Sweeping External Areas

### HAZARDS:

Body stress injury

Ensure correct manual handling techniques and guidelines are followed

- Avoid repetitive bending and twisting
- Slips, trips and falls

Operational injury

- Back/shoulder sprain and strain

Infectious disease transmission through needle stick

**WARNING NOTICE: When picking up rubbish never pick up by hand; always use a long handled tongs or dust pan and broom appropriate method**

### PURPOSE:

To safely and effectively clean approach paths, entrances using an outdoor broom.

### EQUIPMENT / MATERIALS:

- Broom
- Banister brush
- Gloves
- Sharp containers and tongues (refer to SWP on Sharp Handling)
- Safety Signs
- Waste Container
- Trolley to transport equipment
- Dust mask
- Protective eyewear
- Safety Boots

### PROCEDURE:

- Display safety signs
- Ensure all equipment is with you before task commences
- Wear personal protective equipment appropriate for the procedure
- Ensure that correct manual handling posture is adopted at all times.
- Pick up all bulk debris
- Sweep by following a straight line using overlapping long strokes – avoid short jerky movements that stir up dust
- When sweeping large areas, sweep dirt into piles and collect dirt in a dust pan several times
- Remove debris from the floor with dustpan and broom.
- When the task is completed clean all cleaning equipment and return it to the cleaner's room or storage area, or discard as appropriate
- Remove personal protective equipment and perform hand hygiene

#### PREPARATION:

- Ensure all required equipment is with you before work commences.
- Ensure all PPE is on before work commences, ie gloves, masks, safety boots
- Supervisor to ensure that staff performing this activity have had previous experience in similar manual handling activity or staff receives training on manual handling technique before work commences.
- Supervisor to ensure that staff performing this activity have received training in the procedure of dealing with syringes, needles and body fluids and how to control it.
- Supervisor to ensure that staff performing this activity have received training in chemical substance and staff has access to SDS for those substances.

#### SAFETY:

- All required PPE must be worn before work commences, ie gloves and safety mask if required.
- Always adopt safe manual handling positions while working.
- Always use long handle dustpan and broom to pick up rubbish.
- Always sweep away from oneself
- DO NOT leave the broom laying around
- Check that broom handles are smooth
- Always follow procedure if dealing with needles, syringes or body fluids.
- Always ensure to look at the SDS if not sure about the substance that you are about to use.
- **DO NOT** pick up piles of rubbish by hand even if you are wearing gloves.

**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.