

# Standard Operating Procedure

## Sweeping

**HAZARDS:** Back/shoulder sprain and strain, infectious disease transmission through needlestick.

**WARNING NOTICE:** When picking up rubbish never pick up by hand; always use a dustpan and broom.

**PURPOSE:** The purpose of sweeping is to keep floors and other surfaces clean of any litter.

### EQUIPMENT / MATERIALS:

- Broom
- Long handle electrostatic mop
- Long handle dustpan and broom
- Gloves
- Sharp containers and tongues (refer to SWP on Sharp Handling)
- Banister brush
- Chemical disinfectant
- Safety Signs
- Trolley to transport equipment
- Dust mask if required

### PROCEDURE:

- Display safety signs.
- Ensure all equipment is with you before task commences
- Ensure all personal protective equipment is on.
- Ensure that correct manual handling posture is adopted at all times.
- If electrostatic mop is used to sweep the surface, place it on the ground and rub it briskly to build up static.
- Push mop forward keeping the same edge in front at all times.
- Keep elbows and wrists in fixed position and guide mop in between shoulders.
- When finished lift mop slightly of floor and lightly shake it to remove loose debris.
- Remove debris from the floor with dustpan and broom.
- Once the task is completed, collect all equipment and place in the trolley to return it back to the cleaner's room.

### PREPARATION:

- Ensure all required equipment is with you before work commences.
- Ensure all PPE is on before work commences, ie gloves.
- 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 MSDS 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 follow procedure if dealing with needles, syringes or body fluids.
- Always ensure to look at the MSDS 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.

**CARE OF EQUIPMENT:**

- Hold mop over waste bin and clean with banister brush (use dust mask and gloves)
- When mop becomes soiled wash in cold water and allow drying before using again.
- Store mops in cleaner’s room up side down.
- Store other equipment in orderly fashion.

**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.

**IMPORTANT:**

This procedure has been adapted for, and adopted on site: _____, without change.		
Employee Representative (name)	Signature	Date
Authorised by:	Signature:	Date