

Standard Operating Procedure

Removing internal and external Cobwebs using a Telescopic Handled Cobweb Remover

HAZARDS: Muscle Strain – back/shoulder, debris flying into eyes/mouth, slip or fall and or spider bites

WARNING: ALWAYS USE COBWEB DUSTER OR CLOTHES/GLOVES WHEN REMOVING COBWEBS AT ALL TIMES

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

PURPOSE:

To safely and effectively clean cobwebs using a telescopic handled cobweb remover from internal and external areas.

EQUIPMENT / MATERIALS:

- Telescopic handled cobweb remover
- Dry cloth duster
- Waste Container
- Yellow oil impregnated chux cloths
- Dust mask
- Safety signs

PROCEDURE:

- Display appropriate signage and barriers to maximise safety during the cleaning operation
- Wear personal protective equipment appropriate for the procedure
- Start removing cobweb from highest point working down to floor level
- Gently wipe the cobweb duster over surfaces
- Dust cobweb areas by hand that are only within safe reach
- When removing cobwebs, frequently shake the cobweb brush to remove soil
- Dust low cobweb areas with a short handled mop or similar by keeping your back upright as possible and bending your knees
- When completed , sweep all dirt into a dust pan using a banister brush, and discard the collected rubbish into a general waste bin
- Do not over reach, always adjust your equipment as required
- After dusting the cobweb area, inspect your work and dust any areas that you may have missed
- When the task is completed clean all cleaning equipment and return it to the cleaner's room or storage area, or discard as appropriate

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 cobweb duster clean
- Safety signs are stored for future use
- Put away all other equipment used in cleaners 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.