

Safe Work Method Statement

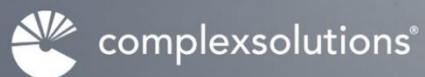
Complex Solutions

Prepared 15/01/2021

Trade: Principle Contractor

Description of Work: General Cleaning

Responsible Person: Operations Manager / Site Supervisor/ Cleaner




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Work Method Statements


| Activity: Waste Removal | | Name: Ash Jones | Signature:  |
|---|---|--|---|
| Likelihood: Possible | Risk: Medium | Position: General Manager | |
| Potential Consequences: Minor | | Date: 15.01.2021 | |
| Responsible Person: All workers | | Area / Activity: Garbage bins | |
| ACTIVITY | POTENTIAL HAZARDS | CONTROLS MEASURES | |
| Rubbish collection from bins in public areas | <ul style="list-style-type: none"> ▪ Infections diseased from sharps ▪ Strains/sprain injury from lifting bin off floor | <ul style="list-style-type: none"> ▪ Ensure staff are trained in manual handling, sharps collection and disposal and appropriate safe work procedures ▪ Write up or reproduce and make available safe work procedures for collection and disposal of sharps ▪ Wearing PPE | |
| Rubbish transferred from bins into larger industrial waste bins | <ul style="list-style-type: none"> ▪ Strain/sprain from opening heavy lid of industrial waste bin in dock | <ul style="list-style-type: none"> ▪ Ensure staff are trained in manual handling ▪ Utilise mechanical lifting wherever possible | |
| Liners to be replaced on bins | <ul style="list-style-type: none"> ▪ Strains/sprain injury from lifting bin off floor ▪ Ergonomic hazards such as poor work posture ▪ Cuts/abrasions from broken glass | <ul style="list-style-type: none"> ▪ Ensure staff are trained in manual handling ▪ Job rotation ▪ Train staff in removing sharp objects from waste containers and wrapping and placing in appropriate recycling container | |



| TRAINING REQUIRED TO COMPLETE ACTIVITY | CODES OF PRACTICE, LEGISLATION, STANDARDS WHICH APPLY TO THIS ACTIVITY | |
|---|---|---|
| <ul style="list-style-type: none"> ▪ Manual handling ▪ Sharps collection and disposal ▪ safe work practices general | <ul style="list-style-type: none"> ▪ WHS Act and Regulation NSW 2011 ▪ Code of Practice - Hazardous manual tasks ▪ Code of Practice - How to manage work health and safety risks | |
| LIST EQUIPMENT / PERSONAL PROTECTIVE EQUIPMENT REQUIRED FOR THIS ACTIVITY | LIST EQUIPMENT MAINTENANCE CHECKS REQUIRED FOR THIS ACTIVITY | ENGINEERING CERTIFICATES/PERMITS/APPROVALS REQUIRED FOR THIS ACTIVITY |
| <ul style="list-style-type: none"> ▪ Sharp containers / tongs & tong container ▪ Gloves ▪ Mechanical lifting device if necessary | <ul style="list-style-type: none"> ▪ Checks on mechanical lifting device | <ul style="list-style-type: none"> ▪ Nil |



Work Method Statements


| Activity: Dry & Wet Mopping | | Name: Ash Jones | Signature:  |
|---|---|---|---|
| Likelihood: Possible | Risk: Medium | Position: General Manager | |
| Potential Consequences: Minor | | Date: 15.01.2021 | |
| Responsible Person: All workers | | Area: Toilet Areas, Common Areas, | |
| ACTIVITY | POTENTIAL HAZARDS | CONTROLS MEASURES | |
| Mopping in 2-metre wide sections | <ul style="list-style-type: none"> ▪ Slip, trip, fall, causing abrasions, sprains and strains ▪ Ergonomic hazards such as poor work posture | <ul style="list-style-type: none"> ▪ Procedures available and understood by cleaners ▪ Ensure foot is secure on base prior to activating ringers, pull in an upward motion ▪ Wear footwear with good non-slip sole tread. ▪ Put mop and bucket back immediately after use ▪ Place warning signage in position appropriate to the need ▪ Do not allow the floor to become too wet ▪ To avoid back strains, use a straight back posture when mopping ▪ Rotate jobs when repetitive work is required | |
| Moving the mop from cleaners cupboard to work spot and wrung dry using a twisting & puling motion | <ul style="list-style-type: none"> ▪ Strain/sprain from opening heavy lid of industrial waste bin in dock | <ul style="list-style-type: none"> ▪ Ensure staff are trained in manual handling ▪ Utilise mechanical lifting wherever possible | |



| Activity: Mopping (Cont'd) | | Area: Toilet Areas, Common Areas, Theatres |
|--|--|---|
| ACTIVITY | POTENTIAL HAZARDS | CONTROLS MEASURES |
| Placing detergent solution in to bucket, charging and changing | <ul style="list-style-type: none"> ▪ Contact with chemicals- incorrect handling procedures ▪ Lack of information ▪ Not wearing PPE ▪ Incorrect storage ▪ Elevated exposure levels | <ul style="list-style-type: none"> ▪ Hazardous substances risk assessments, SDS, chemical specific instructions and PPE relative to the chemical in place ▪ Substances stored and labelled and stored correctly ▪ Safety rules for SDS made aware of and available |



Work Method Statements


| Activity: Sweeping Floors | | Name: Ash Jones | Signature:  |
|--|---|---|---|
| Likelihood: Low | Risk: Medium | Position: General Manager | |
| Potential Consequences: Moderate | | Date: 15.01.2021 | |
| Responsible Person: All workers | | Area: Toilet Areas, Common Areas | |
| ACTIVITY | POTENTIAL HAZARDS | CONTROLS MEASURES | |
| Sweeping in a straight line using overlapping strokes and pushing the broom away from the body | <ul style="list-style-type: none"> ▪ Slip, trip, fall, causing abrasions, sprains and strains ▪ Oily work floors ▪ Untidy work areas ▪ Cluttered aisles or passageways ▪ Steep or slippery steps and stairs ▪ Poorly lit work areas and walkways ▪ Ergonomic hazards such as poor work posture ▪ Manual handling causing muscular/skeletal injury | <ul style="list-style-type: none"> ▪ Procedures available and understood by cleaners ▪ Risk assessment of activities undertaken prior to commencement of work ▪ To avoid back strains, use a straight back posture when sweeping ▪ Rotate jobs when repetitive work is required ▪ Training and assessment of competency, including manual handling specific to the task ▪ Do not stretch beyond your capacity | |



| TRAINING REQUIRED TO COMPLETE ACTIVITY | CODES OF PRACTICE, LEGISLATION, STANDARDS WHICH APPLY TO THIS ACTIVITY | |
|---|---|---|
| <ul style="list-style-type: none"> ▪ Manual handling ▪ safe work practices general | <ul style="list-style-type: none"> ▪ WHS Act and Regulation NSW 2011 ▪ Code of Practice - Hazardous manual tasks ▪ Code of Practice - How to manage work health and safety risks | |
| LIST EQUIPMENT / PERSONAL PROTECTIVE EQUIPMENT REQUIRED FOR THIS ACTIVITY | LIST EQUIPMENT MAINTENANCE CHECKS REQUIRED FOR THIS ACTIVITY | ENGINEERING CERTIFICATES/PERMITS/APPROVALS REQUIRED FOR THIS ACTIVITY |
| <ul style="list-style-type: none"> ▪ Gloves ▪ Correct broom to be selected for the particular surface | <ul style="list-style-type: none"> ▪ Equipment to be checked before use and after use for damage or unsafe condition | <ul style="list-style-type: none"> ▪ Nil |



Work Method Statements

| | | | |
|--|---------------------|-----------------------------------|---|
| Activity: Vacuuming | | Name: Ash Jones | Signature:  |
| Likelihood: Possible | Risk: Medium | Position: General Manager | |
| Potential Consequences: Minor | | Date: 15.01.2021 | |
| Responsible Person: All workers | | Area: Carpets, Common area | |

| ACTIVITY | POTENTIAL HAZARDS | CONTROLS MEASURES |
|--|---|--|
| Vacuuming | <ul style="list-style-type: none"> ▪ Slip, trip, fall, causing abrasions, sprains and strains ▪ Oily work floors ▪ Untidy work areas ▪ Cluttered aisles or passageways ▪ Steep or slippery steps and stairs ▪ Poorly lit work areas and walkways ▪ Ergonomic hazards such as poor work posture | <ul style="list-style-type: none"> ▪ Ensure path is clear of obstructions, always walk forwards whilst vacuuming. ▪ Ensure equipment is in good condition prior to using, with no cuts or tangles in cables. ▪ Ensure switched off prior to plugging in to outlet. ▪ Be aware of others in the work area as lead could be trip hazard. ▪ Rotate jobs with others on repetitive works. ▪ Replace bag regularly, do not shake out creating excessive dust. |
| Transporting the vacuum from the cleaners cupboard to the cleaning sites Transporting the vacuum from the cleaners cupboard to the cleaning sites | <ul style="list-style-type: none"> ▪ Manual handling causing muscular/skeletal injury | <ul style="list-style-type: none"> ▪ Training and assessment of competency, including manual handling specific to the task ▪ Do not stretch beyond your capacity |



| Activity: Vacuuming (Cont'd) | | Area: Carpets, common area |
|-------------------------------------|--|---|
| ACTIVITY | POTENTIAL HAZARDS | CONTROLS MEASURES |
| Plugging the vacuum in | <ul style="list-style-type: none"> ▪ Electrocution ▪ Faulty leads, no earth leakage ▪ Electric leads on ground may be a tripping hazard | <ul style="list-style-type: none"> ▪ Risk assessment of activities undertaken prior to commencement of work ▪ Power leads to be checked for fraying or exposed wires, any power lead to be kept behind machine at all times to prevent machine from cutting or damaging lead. If any defect is noticed, discontinue use immediately, attach faults tag and report it to supervisor for rectification. |

| TRAINING REQUIRED TO COMPLETE ACTIVITY | CODES OF PRACTICE, LEGISLATION, STANDARDS WHICH APPLY TO THIS ACTIVITY | |
|--|---|---|
| <ul style="list-style-type: none"> ▪ Manual handling ▪ safe work practices general | <ul style="list-style-type: none"> ▪ WHS Act and Regulation NSW 2011 ▪ Code of Practice - Hazardous manual tasks ▪ Code of Practice - How to manage work health and safety risks ▪ Code of Practice - Managing electrical risks in the workplace ▪ Code of Practice - Managing noise and preventing hearing loss at work | |
| LIST EQUIPMENT / PERSONAL PROTECTIVE EQUIPMENT REQUIRED FOR THIS ACTIVITY | LIST EQUIPMENT MAINTENANCE CHECKS REQUIRED FOR THIS ACTIVITY | ENGINEERING CERTIFICATES/PERMITS/APPROVALS REQUIRED FOR THIS ACTIVITY |
| <ul style="list-style-type: none"> ▪ Gloves ▪ Vacuum | <ul style="list-style-type: none"> ▪ Equipment to be checked before use and after use for damage or unsafe condition | <ul style="list-style-type: none"> ▪ Nil |



Work Method Statements

| | | | |
|--------------------------------------|------------------|----------------------------------|---|
| Activity: Toilet Cleaning | | Name: Ash Jones | Signature:  |
| Likelihood: Unlikely | Risk: Low | Position: General Manager | |
| Potential Consequences: Minor | | Date: 15.01.2021 | |

| | |
|--|----------------------|
| Responsible Person: All workers | Area: Toilets |
|--|----------------------|

| ACTIVITY | POTENTIAL HAZARDS | CONTROLS MEASURES |
|---|---|--|
| <p>Wash & scrub all parts of toilet and urinals using abrasive cleaner on stubborn marks</p> <p>Starting from the highest point and using the other cloths, wipe down the cistern, pipes, toilet roll holder, sanitary units and marks on walls</p> | <ul style="list-style-type: none"> Slip, trip, fall, causing abrasions, sprains and strains Ergonomic hazards such as poor work posture | <ul style="list-style-type: none"> Procedures available and understood by cleaners Risk assessment of activities undertaken prior to commencement of work Wear rubber gloves Disinfect toilets. Pour chemicals into buckets avoiding splashing. Ensure cleaning cloths are not used to wipe down food or any bench or desk top areas. Put mop and bucket back immediately after use Place warning signage in position appropriate to the need Do not allow the floor to become too wet To avoid back strains, use a straight back posture when mopping Rotate jobs when repetitive work is required |



| Activity: Toilet Cleaning (Cont'd) | | Area: Toilets |
|---|---|--|
| ACTIVITY | POTENTIAL HAZARDS | CONTROLS MEASURES |
| Wash all parts of the toilet bowls /urinals with disinfectant & thoroughly rinse toilet brush with disinfectant | <ul style="list-style-type: none"> ▪ Contact with chemicals- incorrect handling procedures ▪ Contamination from bowl and urinal. ▪ Chemical splashes | <ul style="list-style-type: none"> ▪ SDS, chemical specific instructions and PPE relative to the chemical in place ▪ Substances stored and labelled and stored correctly ▪ Safety rules for SDS made aware of and available |
| Liners to be replaced on bins | <ul style="list-style-type: none"> ▪ Strains/sprain injury from lifting bin off floor ▪ Ergonomic hazards such as poor work posture ▪ Cuts/abrasions from broken glass | <ul style="list-style-type: none"> ▪ Ensure staff are trained in manual handling ▪ Job rotation ▪ Modify task requirements to reduce bending ▪ Train staff in removing sharp objects from waste containers and wrapping and placing in appropriate recycling container |
| <p>Hand Basins and mirrors:</p> <p>Clean basins with detergent solution, removing scum & soil around and under taps & other fixtures. Rinse with clear water and wipe dry.</p> <p>Clean mirror with damp sponge & dry</p> | <ul style="list-style-type: none"> ▪ Ergonomic hazards such as poor work posture ▪ Cuts/abrasions from broken glass | <ul style="list-style-type: none"> ▪ Use only approved ladders for height access. ▪ Do not stand on benches or other furniture. ▪ Avoid breathing in spray from cleaning solutions. ▪ Refer to SDS for appropriate PPE for glass cleaning solution. ▪ Do not over stretch to reach areas. |



| TRAINING REQUIRED TO COMPLETE ACTIVITY | CODES OF PRACTICE, LEGISLATION, STANDARDS WHICH APPLY TO THIS ACTIVITY | |
|--|--|--|
| <ul style="list-style-type: none"> ▪ Manual handling ▪ safe work practices general ▪ Sharps collection and disposal | <ul style="list-style-type: none"> ▪ WHS Act and Regulation NSW 2011 ▪ Code of Practice - Hazardous manual tasks ▪ Code of Practice - How to manage work health and safety risks ▪ Code of Practice - Managing risks of hazardous chemicals in the workplace | |
| LIST EQUIPMENT / PERSONAL PROTECTIVE EQUIPMENT REQUIRED FOR THIS ACTIVITY | LIST EQUIPMENT MAINTENANCE CHECKS REQUIRED FOR THIS ACTIVITY | ENGINEERING CERTIFICATES/PERMITS/APPROVALS REQUIRED FOR THIS ACTIVITY |
| <ul style="list-style-type: none"> ▪ Rubber gloves ▪ Mop ▪ Bucket | <ul style="list-style-type: none"> ▪ Toilet brush ▪ Cloths ▪ Sharps container | <ul style="list-style-type: none"> ▪ All equipment must be washed in clean detergent solution after use, and then hung to dry. ▪ Mop heads to be hung up to dry ▪ Cleaners room to be left clean and tidy |



Work Method Statements


| Activity: High Dusting | | Name: Ash Jones | Signature:  |
|--|---|--|---|
| Likelihood: unlikely | Risk: Low | Position: General Manager | Date: 15.01.2021 |
| Potential Consequences: Minor | | | |
| Responsible Person: All workers | | Area: All Areas | |
| ACTIVITY | POTENTIAL HAZARDS | CONTROLS MEASURES | |
| If necessary use a ladder Follow correct procedure of using ladders | <ul style="list-style-type: none"> Slip, trip, fall, causing abrasions, sprains and strains | <ul style="list-style-type: none"> Procedures available and understood by cleaners Risk assessment of activities undertaken prior to commencement of work | |
| Use vacuum with small brush for grill type air vents | <ul style="list-style-type: none"> Manual handling causing muscular/skeletal injury | <ul style="list-style-type: none"> Training and assessment of competency, including manual handling specific to the task Do not stretch beyond your capacity | |
| Use small bucket, detergent solution | <ul style="list-style-type: none"> Contact with chemicals- incorrect handling procedures Skin, eye and breathing irritation | <ul style="list-style-type: none"> SDS, chemical specific instructions and PPE relative to the chemical in place Substances stored and labelled and stored correctly Safety rules for SDS made aware of and available | |



| TRAINING REQUIRED TO COMPLETE ACTIVITY | CODES OF PRACTICE, LEGISLATION, STANDARDS WHICH APPLY TO THIS ACTIVITY | |
|--|---|---|
| <ul style="list-style-type: none"> ▪ Manual handling ▪ safe work practices general | <ul style="list-style-type: none"> ▪ WHS Act and Regulation NSW 2011 ▪ Code of Practice - Hazardous manual tasks ▪ Code of Practice - How to manage work health and safety risks | |
| LIST EQUIPMENT / PERSONAL PROTECTIVE EQUIPMENT REQUIRED FOR THIS ACTIVITY | LIST EQUIPMENT MAINTENANCE CHECKS REQUIRED FOR THIS ACTIVITY | ENGINEERING CERTIFICATES/PERMITS/APPROVALS REQUIRED FOR THIS ACTIVITY |
| <ul style="list-style-type: none"> ▪ Gloves ▪ Small bucket ▪ Clean cloths ▪ High dust tool ▪ Vacuum with small brush attachment ▪ Ladder | <ul style="list-style-type: none"> ▪ Equipment to be checked before use and after use for damage or unsafe condition | <ul style="list-style-type: none"> ▪ Nil |



Work Method Statements

| | | | |
|--------------------------------------|------------------|----------------------------------|---|
| Activity: Dusting | | Name: Ash Jones | Signature:  |
| Likelihood: Unlikely | Risk: Low | Position: General Manager | |
| Potential Consequences: Minor | | Date: 15.01.2021 | |

| | |
|--|------------------------|
| Responsible Person: All workers | Area: All Areas |
|--|------------------------|


| ACTIVITY | POTENTIAL HAZARDS | CONTROLS MEASURES |
|---|---|--|
| Vertical surfaces to be cleaner first using a damp detergent cloth. On vertical surfaces dusting must be done from top to bottom using smooth even strokes- pay attention to corners wringing out cloth frequently | <ul style="list-style-type: none"> ▪ Contact with chemicals- incorrect handling procedures ▪ Skin, eye and breathing irritation | <ul style="list-style-type: none"> ▪ SDS, chemical specific instructions and PPE relative to the chemical in place ▪ Substances stored and labelled and stored correctly ▪ Safety rules for SDS made aware of and available |
| When dusting horizontal surfaces start with the highest furniture tops and work down to the lowest furniture surfaces | <ul style="list-style-type: none"> ▪ Manual handling causing muscular/skeletal injury | <ul style="list-style-type: none"> ▪ Training and assessment of competency, including manual handling specific to the task ▪ Do not reach or stretch beyond your capacity use ladders to reach areas not within your normal capacity |



| TRAINING REQUIRED TO COMPLETE ACTIVITY | CODES OF PRACTICE, LEGISLATION, STANDARDS WHICH APPLY TO THIS ACTIVITY | |
|--|---|---|
| <ul style="list-style-type: none"> ▪ Manual handling ▪ safe work practices general | <ul style="list-style-type: none"> ▪ WHS Act and Regulation NSW 2011 ▪ Code of Practice - Hazardous manual tasks ▪ Code of Practice - How to manage work health and safety risks | |
| LIST EQUIPMENT / PERSONAL PROTECTIVE EQUIPMENT REQUIRED FOR THIS ACTIVITY | LIST EQUIPMENT MAINTENANCE CHECKS REQUIRED FOR THIS ACTIVITY | ENGINEERING CERTIFICATES/PERMITS/APPROVALS REQUIRED FOR THIS ACTIVITY |
| <ul style="list-style-type: none"> ▪ Gloves ▪ Small bucket ▪ Clean cloths ▪ Duster | <ul style="list-style-type: none"> ▪ Equipment to be checked before use and after use for damage or unsafe condition ▪ Dusters and dust cloths must be cleaned after use | <ul style="list-style-type: none"> ▪ Nil |



Work Method Statements


| Activity: Glass Cleaning | | Name: Ash Jones | Signature:  |
|--|--|--|---|
| Likelihood: Rare | Risk: Low | Position: General Manager | |
| Potential Consequences: minor | | Date: 15.01.2021 | |
| Responsible Person: All workers | | Area: External & Internal Glass | |
| ACTIVITY | POTENTIAL HAZARDS | CONTROLS MEASURES | |
| Spray glass area to be cleaned or on cloth if in theatres commencing from the top & working downwards If glass is particularly dirty or dusty, an additional wipe to remove excess cleaner may be necessary | <ul style="list-style-type: none"> ▪ Contact with chemicals- incorrect handling procedures ▪ Skin, eye and breathing irritation ▪ Abrasions, sprains and strains ▪ Ergonomic hazards such as poor work posture ▪ Cuts/abrasions from broken glass | <ul style="list-style-type: none"> ▪ Hazardous substances risk assessments, SDS, chemical specific instructions and PPE relative to the chemical in place ▪ Substances stored and labelled and stored correctly ▪ Safety rules for SDS made aware of and available ▪ Use only approved ladders for height access. ▪ Do not stand on desks or other office furniture ▪ Avoid damaged glass, wear PPE. | |



| TRAINING REQUIRED TO COMPLETE ACTIVITY | CODES OF PRACTICE, LEGISLATION, STANDARDS WHICH APPLY TO THIS ACTIVITY | |
|---|---|---|
| <ul style="list-style-type: none"> ▪ Manual handling ▪ safe work practices general | <ul style="list-style-type: none"> ▪ WHS Act and Regulation NSW 2011 ▪ Code of Practice - Hazardous manual tasks ▪ Code of Practice - How to manage work health and safety risks ▪ Code of Practice - Managing risks of hazardous chemicals in the workplace ▪ Code of Practice - Managing the risk of falls at workplaces | |
| LIST EQUIPMENT / PERSONAL PROTECTIVE EQUIPMENT REQUIRED FOR THIS ACTIVITY | LIST EQUIPMENT MAINTENANCE CHECKS REQUIRED FOR THIS ACTIVITY | ENGINEERING CERTIFICATES/PERMITS/APPROVALS REQUIRED FOR THIS ACTIVITY |
| <ul style="list-style-type: none"> ▪ Gloves ▪ Covered footwear ▪ Small bucket ▪ Clean cloths ▪ Eye protection when cleaning glass at heights | <ul style="list-style-type: none"> ▪ Equipment to be checked before use and after use for damage or unsafe condition | <ul style="list-style-type: none"> ▪ Nil |



Work Method Statements

| Activity: Transporting and using chemicals | | Name: Ash Jones | Signature:  |
|---|---|---|---|
| Likelihood: Unlikely | Risk: Medium | Position: General Manager | |
| Potential Consequences: Moderate | | Date: 15.01.2021 | |
| Responsible Person: All workers | | Area: Cleaner's Store Room | |
| ACTIVITY | POTENTIAL HAZARDS | CONTROLS MEASURES | |
| Transporting chemicals | <ul style="list-style-type: none"> ▪ Spills and mixing of chemicals ▪ Mishap or incorrect handling procedures ▪ Contact with chemicals | <ul style="list-style-type: none"> ▪ Providing aids to transport chemicals, providing more suitable containers or methods of transporting chemicals throughout the plant. ▪ Use trolley to move large containers ▪ 2 person lifts as required | |
| Obtaining chemicals and the use of chemicals | <ul style="list-style-type: none"> ▪ Incorrect storage ▪ Elevated exposure levels ▪ Lack of information ▪ Contact with chemicals ▪ Not wearing PPE | <ul style="list-style-type: none"> ▪ SDS's available and emergency response / first aid procedures clearly posted SDS, chemical specific instructions and PPE relative to the chemical in place ▪ Substances stored and labelled and stored correctly ▪ Safety rules for SDS made aware of and available | |



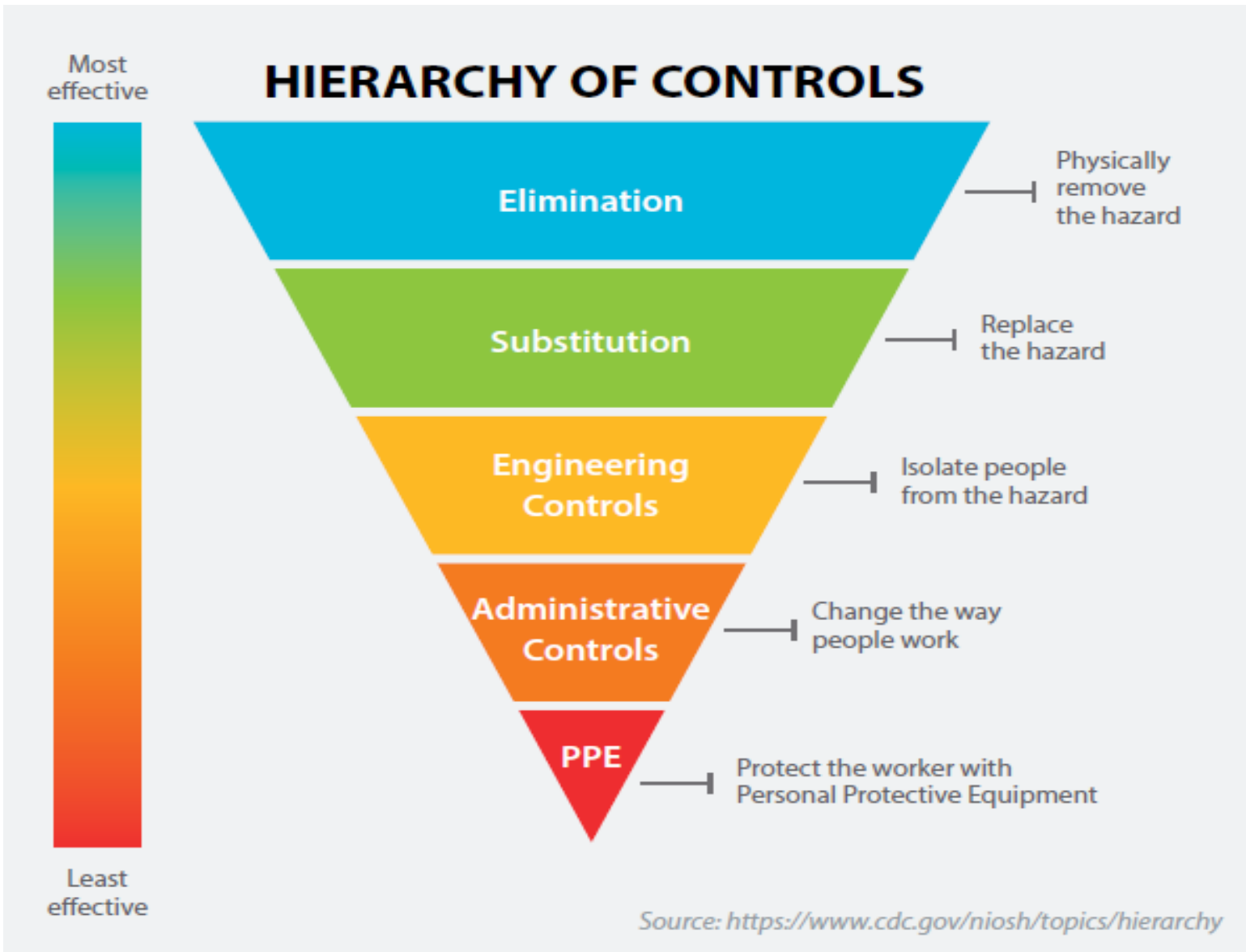
| TRAINING REQUIRED TO COMPLETE ACTIVITY | CODES OF PRACTICE, LEGISLATION, STANDARDS WHICH APPLY TO THIS ACTIVITY | |
|--|--|---|
| <ul style="list-style-type: none"> ▪ Chemicals handling, storage and decanting ▪ Reading of SDS ▪ Risk assessments | <ul style="list-style-type: none"> ▪ WHS Act and Regulation NSW 2011 ▪ Code of Practice - Hazardous manual tasks ▪ Code of Practice - How to manage work health and safety risks ▪ Code of Practice - Managing risks of hazardous chemicals in the workplace | |
| LIST EQUIPMENT / PERSONAL PROTECTIVE EQUIPMENT REQUIRED FOR THIS ACTIVITY | LIST EQUIPMENT MAINTENANCE CHECKS REQUIRED FOR THIS ACTIVITY | ENGINEERING CERTIFICATES/PERMITS/APPROVALS REQUIRED FOR THIS ACTIVITY |
| <ul style="list-style-type: none"> ▪ Gloves ▪ Appropriate protective clothing ▪ Decanted bottles ▪ Labels if appropriate | <ul style="list-style-type: none"> ▪ Chemicals adequately labelled ▪ Containers in good condition ▪ First aid kit maintained | <ul style="list-style-type: none"> ▪ Nil |



Risk Matrix

| | | | Potential Consequences | | | | |
|------------|--|----------------|---|--|---|--|-----------|
| | | | L6 | L5 | L4 | L3 | L2 |
| | | | Minor injuries or discomfort. No medical treatment or measureable physical effects. | Injuries or illness requiring medical treatment. Temporary impairment. | Injuries or illness requiring hospital admission. | Injury or illness resulting in permanent impairment. | Fatality |
| | | | Not Significant | Minor | Moderate | Major | Severe |
| Likelihood | Expected to occur regularly under normal circumstances | Almost Certain | Medium | High | Very High | Very High | Very High |
| | Expected to occur at some time | Likely | Medium | High | High | Very High | Very High |
| | May occur at some time | Possible | Low | Medium | High | High | Very High |
| | Not likely to occur in normal circumstances | Unlikely | Low | Low | Medium | Medium | High |
| | Could happen, but probably never will | Rare | Low | Low | Low | Low | Medium |





SITE SWMS TRAINING INDUCTION FORM FOR GENERAL CLEANING

| | | | |
|---------------------------|---|------------|--|
| Training Tasks: | Waste Removal, Dusting, Dry & Wet Mopping, Glass Cleaning, Sweeping Floors, Transporting and Using Chemicals, Vacuuming, Toilet Cleaning, High Dusting | | |
| Location / Site: | | | |
| Trainer / inductors Name: | | Signature: | |

Sign off - Acknowledgement: I confirm that I attended the session listed above. I listened, read, watched and understood the information that was delivered, and I understand that if I have questions, at any time, I will consult with my immediate supervisor.

| No. | NAME | SIGNATURE OF CLEANER - PLEASE READ ACKNOWLEDGEMENT ABOVE | DATE OF TRAINING & INDUCTION |
|-----------|------|--|------------------------------|
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