

Safe Work Method Statement

SWM11 Mopping Dry

SITE NAME					
APPROVED BY NAME:		SIGNATURE:		DATE:	

Legislation: National WHS Act and Regulation 2012

Permit, Licence or Training Required: (please indicate by ticking box)							
YES		YES		YES		YES	
√	Soft services skills	√	Manual handling				
Other:							

PPE Requirements: (please indicate by ticking box)						Environmental Requirements: (tick box)	
YES		YES		YES		YES	
	Dust Masks		Full Face Shield		Eye Protection		Air Pollution (dust, fume)
√	Safety Footwear		Full Body Suit			√	Storm water Pollution
√	Gloves		Reflector Vests				Soil Erosion
Other:							

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STEP	ACTIVITY List steps/tasks to perform the activity in the actual sequence	HAZARDS Against each task list hazards that could cause injury	Level of Risk	RISK CONTROL MEASURE List control measures to eliminate or minimise risk	Level of Risk after Controls	RESPONSIBILITIES Name the person responsible (supervisor or above) to implement controls
1	Equipment selection.	Splinters and cuts from damaged handle.	3	Inspect mops and other equipment before use. Ensure all handles are in good condition and are replaced promptly when damaged.	4	Supervisor to ensure training and assess for competency
2	Mopping.	Prolonged excessive tight grip on handle may cause musculoskeletal disorder (MSD).	3	Train staff to minimise hand pressure on handle when sweeping. Minimise continuous time mopping by rotating cleaners between tasks.	4	Supervisor to ensure training and assess for competency
3	Mopping.	Excessive bending may cause musculoskeletal disorder (MSD).	3	Provide correct length handles to suit taller-statured cleaners to help minimise stooping. Train cleaners in correct mopping techniques. Minimise continuous time mopping by rotating cleaners between tasks.	4	Supervisor to ensure training and assess for competency

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4	Mopping.	Slip, trip or fall	3	Train cleaners in hazard identification of slip, trip and fall hazards such as slippery or wet floors, obstructions, electrical cords, stairs, equipment, etc. Cleaner to inspect work area before/during mopping.	3	Supervisor to ensure training and assess for competency
5	Mopping	Inhalation of dust.	3	Particularly dusty areas may require the cleaner to wear dust masks.	3	Supervisor to ensure training and assess for competency
6	Collecting / disposing of dust material.	Excessive dust may cause throat irritation.	3	Particular tasks may require the cleaner to wear dust masks when disposing of dust.	3	Supervisor to ensure training and assess for competency
7	Inspecting equipment after use.		4	Inspect mops and other equipment after use. Ensure all handles are in good condition and are replaced promptly when damaged.	4	Supervisor to ensure training and assess for competency
8	Placing mops and other equipment in designated area.	Slips, trips and falls.	3	Return mops and other equipment to designated storage area.	4	Supervisor to ensure training and assess for competency
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Step 1 – Estimate the consequences of an incident occurring

Consequence	Incident
Catastrophic	Fatality or permanent serious disability or permanent ill health
Major	Serious injury, permanent part disability, long-term illness
Moderate	Medical treatment required and several days off work
Minor	First aid treatment required
Insignificant	No injuries

Step 2 – Estimate the likelihood of an incident occurring

Likelihood	Description
Almost certain	Expected to occur in most circumstances
Likely	Will probably occur in most circumstances (ie has been known to occur, or has occurred before)
Possible	Might occur at some time (ie have heard of it happening)
Unlikely	Could occur, but no known instances previously
Rare	May occur only in exceptional circumstances

Step 3 – Determine the risk rating

	Catastrophic	Major	Moderate	Minor	Insignificant
Almost certain	1	1	1	2	3
Likely	1	1	2	3	3
Possible	1	2	3	3	4
Unlikely	2	3	3	4	4
Rare	3	3	4	4	4

Hierarchy of Controls

The hierarchy of controls must be applied in the order below for all identified hazards. The higher the risk score, the more emphasis should be placed on the more effective controls, such as elimination or substitution.

1. Elimination

Elimination is the most effective way of managing a risk. For example – filling in a hole to remove a trip hazard.

2. Substitution

This is the most effective way to manage a risk. For example – using a less harmful chemical.

3. Isolation / Engineering

Isolation may include limiting how many people are exposed to a hazard. For example – using noisy equipment at night time when less people are present.

4. Administrative

Examples of this kind of control include training and instruction.

5. PPE

PPE is the least effective of all the controls and should be seen as the last line of defence.

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TEAM MEMBERS CONSULTATION SIGN OFF & APPROVAL, (print name and sign)

Print Name:	Sign:	Date:	Print Name:	Sign:	Date: