

Safe Work Method Statement

SWM12 Mopping

SITE NAME	Eastern Metropolitan Regional Council – Red Hill				
APPROVED BY NAME:	Jenn Davie	SIGNATURE:		DATE:	

Legislation: National WHS Act and Regulation 2012

Permit, Licence or Training Required: (please indicate by ticking box)							
YES		YES		YES		YES	
√	Soft service 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	√	Signage and Barricades	√	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	Half fill bucket with warm water	Lifting stains/Hot water burns to cleaner and public	3	Only half fill bucket (5Lts) and wear correct personal protective equipment at all times. Keep water to a minimum when working in access ways or areas where the public may be moving about. Use signage or barricading as necessary.	3	Cleaner
2	Add correct amount of chemical as instructed on chemical container	Spillage of chemical/ Chemical contact with eyes or skin	3	Pour chemicals as close to bucket as possible. Ensure safety glasses and gloves are worn if required. Keep chemicals out of reach of a member of the public.	3	Cleaner only if trained to do so, otherwise supervisor to decant
3	Place mop in bucket and squeeze out excess water	Muscular/strain injury to back	3	When wringing mop out keep back straight using arms and correct lifting technique	3	Cleaner
4	Begin mopping floor, commencing from one corner and working across the room	Muscular/strain injury to back	3	Mop in a smooth figure eight motion as close to your body as practical. Change water on regular basis	3	Cleaner
5	Empty bucket or water down the sewer and not the storm water drain.	Muscular/strain injury to back	3	Tip water out of bucket in appropriate area whilst bending knees and keeping back straight	3	Cleaner

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6	When finished rinse out mop and bucket and leave to drain	Muscular/strain injury to back	3	Use a hose and clean mop and bucket in an appropriate draining area	3	Cleaner
7	Place mop and bucket in correct storage area	Muscular/strain injury to back Slip, trip fall to the general public	3	Use correct lifting techniques – no sudden movements. Do not leave equipment lying around or in public reach.	3	Cleaner
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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: