

Safe Work Method Statement

SWM16 Vacuuming

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	
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	Ensure Manual Handling Risk Assessment RA01 – Using Back Pack Vacuum Cleaner has been reviewed and agreed.	Manual Handling injury	3	Complete Risk Assessment	3	Supervisor/Cleaner
2	Obtain vacuum cleaner from storage area	Muscle Strain caused by lifting	3	Move and lift vacuum using correct lifting methods	3	Cleaner
3	Check if vacuum cleaner is empty, free of blockages and has a current electrical tag	Dust in Eyes/Electrocution	3	Ensure you are wearing appropriate safety footwear	3	Cleaner
4	Make sure area to be vacuumed is free from obstacles, where possible and that no members of the public are likely to use area as walkway.	Trip/Electrocution	3	Ensure that there are no wet patches or obstacles that could damage cord or hinder movement . Ensure area free from public activity.	3	Cleaner
5	Plug in vacuum cleaner at power switch and vacuum on/off switch	Electrocution	3	Ensure no wet surface comes in contact with power point	3	Cleaner
6	Vacuum floor	Back strain	3	Maintain an upright position and avoid jerky or sudden movements. Stay within limitations of cord	3	Cleaner

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7	Move furniture or other finishing objects such as tools etc. if required	Arm/Back Strain	3	Do not attempt to move furniture while vacuuming. Stay within maximum lifting weight of 10kg or 1/3rd body weight (as a guide only)	3	Cleaner with assistance if required for manual handling
8	When finished turn off vacuum cleaner at on/off switch and then power point	Electrocution to cleaner or the general public Slip trip and fall to cleaner and public	3	Ensure no wet surfaces come in contact with power points. Keep moisture to a minimum around public access areas.	3	Cleaner
9	Place vacuum cleaner in correct storage area	Back strain	3	Use correct lifting methods (bend at knees)	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: