

Safe Work Method Statement

SWM17 Amenities & Toilet Cleaning

SITE NAME					
APPROVED BY NAME:		SIGNATURE:		DATE:	

Legislation: National WHS Act and Regulation 2012

Permit, License or Training Required: (please indicate by ticking box)							
YES		YES		YES		YES	
√	Soft services skills	√	Manual handling	√	Chemical 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	Prior to entering the facility, announce yourself with a clear message eg: knock loudly and call out "Cleaner entering" Wait for response before entering. (Repeat on internal doors if required)	Due to the nature of the task, either a male or female cleaner may be entering into a facility here members of the opposite sex may be present.	3	Announce yourself prior to entering. After identifying the facility is not occupied, apply the required "NO Entry" barrier (Cleaning in Progress)	4	Cleaner
2	Obtain chemicals and cleaning equipment from storage area	Chemical contact to skin Slip, trip, fall to the public or staff	3	Wear correct protective clothing – gloves and enclosed non-slip footwear as a minimum. Check SDS Signage or barricade area as necessary.	4	Cleaner
3	Pouring cleaner onto surface area or cloth, as appropriate to need for concentration of cleaning	Chemical contact to skin	2	Wear correct protective clothing– gloves and enclosed non-slip footwear as a minimum	4	Cleaner
4	Scrub or wipe using cloth, brush or scourer if required	Chemical contact to skin/Infection Risk of needle stick injury	3	Wear correct protective clothing– gloves and enclosed non-slip footwear as a minimum Keep chemicals away from the public.	4	Cleaner
5	Wipe areas with disinfectant as necessary	Chemical contact to skin	3	Wear correct protective clothing– gloves and enclosed non-slip footwear as a minimum	4	Cleaner
6	Rinse clean	Chemical contact to skin	3	Wear correct protective clothing– gloves and enclosed non-slip footwear as a minimum	4	Cleaner

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7	Wash cleaning cloths with hot water and return all equipment to store area clean and dry	Chemical contact to skin/Infection Risk of needle stick injury	3	Wear correct protective clothing– gloves and enclosed non-slip footwear as a minimum	4	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.

[illegible]