

Safe Work Method Statement

SWM19 – Scrubbing Tiles

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	√	Hazardous Substances	√	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	Obtain equipment from storage area	Muscle strain caused by lifting Chemical contact to skin	3	Move and lift machine using correct lifting methods Wear correct protective clothing – gloves and enclosed non slip footwear as a minimum Check SDS	3	Supervisor to ensure training and assess for competency
2	Mixing of detergent	Chemical contact to skin	3	Wear correct protective clothing – gloves and enclosed non slip footwear as a minimum Check SDS	3	Supervisor to ensure training and assess for competency
3	Scrubbing Floors	Electrocution Muscular strain to shoulder, neck, arm Twisting of body as the scrubber swings left and right Muscular/tendon stress or pressure due to constant holding of the scrubber handle whilst working	3	Equipment and power leads to be checked before and after use Extension leads must not be used under any circumstances Power leads to be kept behind machine at all times to prevent machine from cutting or damaging lead Ensure operator is trained to move with the scrubber rather than strain to manipulate the direction of the scrubber Make sure manual handling training has been provided, including the correct use of handgrips when using the scrubber	3	Supervisor to consider work schedules with cleaner Supervisor to ensure training and assess competency

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				Solution must be kept away from power points and electrical switches		
4	Process can continue for more than 30 minutes	Fatigue Muscular fatigue to arms and legs, also to the lower back with turning movement	3	If the process is required over a large area, stop and rest when fatigue commences, or take a break when changing water, etc Allow a ten minute break from the task before re-commencing	3	Supervisor to consider work schedules with cleaner
5	Scrubbing in restricted areas around furniture, office equipment, especially behind objects	Abrasions and muscular strain to arms, legs, shoulders	3	Rotate task with other areas to avoid restricted areas over a continued period of time	3	Supervisor to consider work schedules with cleaner
6	Rinse floor using a clean mop and clean water	Slip, trip and fall	3	Do not use too much water Mop as dry as possible Mops should not be left on floor when not in use Ensure correct PPE is used	3	Supervisor to ensure training and assess for competency
7	Return equipment to storage area	Muscle Strain caused by lifting Chemical contact to skin	3	Move and lift machine using correct lifting methods Wear correct protective clothing – gloves and enclosed non slip footwear as a minimum Check SDS	3	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: