

Safe Work Method Statement

SWM21 – Stair Cleaning

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 cleaning skills	√	Chemicals 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 Cleaner
3	Cleaning stairs	Slips and falls from wet surfaces Risk to the public if cleaning equipment is left unattended	3	Leave stairs as dry as possible to prevent people slipping on cleaned surface	3	Supervisor to ensure training and assess for competency Cleaner
4	Cleaning stairs	Manual handling injuries through repetitive movement and reaching above shoulder height	3	Ensure operator is trained in correct cleaning techniques when using a broom or vacuum back pack	3	Supervisor to ensure training and assess for competency Cleaner
5	Cleaning stairs	Electrocution from poorly maintained or faulty equipment	3	Equipment and power leads to be checked before and after use Extension leads must not be used under any circumstances	3	Supervisor to ensure training and assess for competency Cleaner

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6	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 Cleaner
7						
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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.

