

Safe Work Method Statement

SWM27 – Window 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	
√	Chemicals handling	√	Ladder use	√	Height work		
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:							

Safe Work Method Statement

SWM27 – Window Cleaning

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	Job set up and inspection	Decanting of window cleaning chemicals	3	Gloves and glasses to be worn if contact with chemicals is likely	3	Supervisors to provide PPE Employees to wear PPE
		Public slipping over on wet, slippery surfaces	3	Signs to be erected warning the public of the slip hazard	3	Employee to erect warning signs
		Cracked/broken glass	3	Do not attempt to clean Inform your Supervisor immediately PPE must be worn – shoes and appropriate clothing	3	Supervisors to notify owner of the cracked/broken glass to allow them to have it repaired
2	Cleaning glass	Cleaning glass above shoulder height can lead to fatigue and sore shoulders	3	Provide extension poles for brush and squeegee or small step ladder to minimise work above shoulder height	3	Supervisor to provide the appropriate equipment
		Shoulder/neck/arm strains, upper trunk strain from repetitive glass cleaning duties	3	Provide instruction and training in the correct methods and equipment to be used to enable the task to be undertaken without excessive force Allow for rotation amongst employees on larger tasks	3	Supervisors to provide glass cleaning instructions and adequate equipment
		Climbing ladders or step ladders whilst cleaning	3	Provide extension poles for brush and squeegee so that ladders are not needed	3	Supervisors
				For heights not accessible by extension poles, consideration must be given to the use of	3	Supervisors to provide the appropriate access equipment Ensure employees have their

Safe Work Method Statement

SWM27 – Window Cleaning

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
				scaffolds / scissor lifts or cherry pickers		appropriate licenses to operate or assemble the plant and equipment
				If ladders or step ladders to be used, employees must be trained in their correct selection, inspection and use	3	Supervisors to provide training
				If ladders are to be used, then hand tools must have hand straps or employees must have tool belts for storage of hand tools to allow them to keep 3 points of contact on the ladder at all times and so that equipment isn't dropped	3	Supervisors to provide Employees to use all equipment supplied
3	Clean up of work area	Slip hazards remain from wet surfaces	3	Signs and barricading to remain until the area is dry and safe	3	Employees
		Disposal of excess cleaning fluids	3	Dispose of all cleaning fluids according to the Manufacturer's SDS (Safety Data Sheets)	3	Employees Supervisors to ensure disposal takes place accordingly
		Tools and equipment left lying around creating trip hazards	3	All tools and equipment to be packed away so as not to create any hazards Inspect ladders prior to storage Report any damage to your Supervisor	3	Employees Supervisors to inspect on a regular basis
4						

Safe Work Method Statement

SWM27 – Window Cleaning

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
5						

Safe Work Method Statement

SWM27 – Window Cleaning

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.

Safe Work Method Statement

SWM27 – Window Cleaning

TEAM MEMBERS CONSULTATION SIGN OFF & APPROVAL, (print name and sign)

Print Name:	Sign:	Date:	Print Name:	Sign:	Date: