

Safe Work Method Statement

SWM28 – Windows – Internal and External 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						
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		Hearing Protection	√	Storm water Pollution
√	Gloves	√	Reflector Vests				Soil Erosion
Other: Check MSDS							

Safe Work Method Statement

SWM28 – Windows – Internal and External 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	Cleaning Windows Internal/External	• Risk of fall if employee is untrained or booms, ladders or elevated work platforms are not well maintained • Mobile plant and equipment failure – risk of fall • Manual handling injuries through repetitive movement • Cuts and abrasions from broken glass • Hazards associated with chemical use	2	• A SWMS shall be developed in consultation with those persons undertaking the task and any others working in proximity • Where height work is necessary, only Australian Standard ladders and elevated work platforms must be used • Only use ladders or platforms if trained and competent to do so and always visually check before using equipment • Avoid excess water or liquid use as it may create a slip or fall hazard • If there is a need to use platforms or other devices to reach windows, ensure only Australian Standard ladders or platforms are used and that employees are trained and competent to undertake the task • Ensure chemical instructions including SDS are followed • Half fill a bucket with warm	3	Site Supervisor and Cleaning Staff

Safe Work Method Statement

SWM28 – Windows – Internal and External 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
				water and detergent • With a damp cloth, start at the top of the window sash and wipe the frame clean of any soilage • Apply a wet cloth to the tip of the window and wash the glass in a side to side motion to the base of the window, making sure to do the edges and corners • Using the squeegee, start at the top and work downwards, wiping the squeegee blade after each stroke		
2						
3						

Safe Work Method Statement

SWM28 – Windows – Internal and External 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

SWM28 – Windows – Internal and External Cleaning

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

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