

Safe Work Method Statement

SWM32 – Floors – Strip and Seal

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	√	Safe operation of an electric scrubber	√	Electrical safety		
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			√	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	Remove furniture, using lifting aides or working in pairs as necessary	Strain to back, arms and legs Slips, trips and falls	3	Obtain assistance when lifting. Use correct lifting techniques. Follow procedure for lifting in this handbook	3	Supervisor to ensure training and assess for competency
2	Sweep area to be cleaned	Strains through repetitive strain injuries	3	Slow even strokes, do not use excessive force	3	Supervisor to ensure training and assess for competency
3	Mix Solution according to SDS instructions for chemical use	Skin irritation and inhalation problems according to chemical type	3	Wear gloves and eye protection as necessary for the chemical. Dilute as per SDS and product label	3	Supervisor to ensure training and assess for competency
4	Apply solution following instructions on SDS and equipment instructions (as appropriate)	Burn, spillage, slips, trips and falls	3	Wear protective clothing as per SDS. Dilute as per SDS and product label	3	Supervisor to ensure training and assess for competency
5	Scrub floor, using the electric scrubber following manufacturers instructions	Muscular skeletal, shoulders and lower back	3	Slow even scrubbing strokes, do not use excessive force	3	Supervisor to ensure training and assess for competency
6	Pick up slurry and rinse floor, keeping surface moist but not wet.	Muscular skeletal, shoulders and lower back	3	Slow even brushes with clean mop and if necessary neutralise the chemical solution. Change water frequently	3	Supervisor to ensure training and assess for competency
8	Apply second coat of solution and allow to dry	Muscular skeletal, shoulders and lower back	3	Slow systematic application with a clean mop	3	Supervisor to ensure training and assess for competency

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9	Apply third coat of solution and allow to dry	Muscular skeletal, shoulders and lower back	3	Slow systematic application with a clean mop	3	Supervisor to ensure training and assess for competency
10	Buff, using the buffing machine, following manufacturers instructions	Muscular skeletal, shoulders and lower back	3	Slow systematic buffing	3	Supervisor to ensure training and assess for competency
11	Store machine away	Obstruction, slip, trip, fall Bending and Lifting – can cause back injury.	3	Stow in correct area Ensure correct posture and bending procedures are followed	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: