

WT Facility Management	Cleaning Safe Work Method Statement (SWMS)	Template Version	V1
Client Site		Client Contact	
		WT Facility Management Contact	
Developed in consultation with		Reviewed by	
Occupational Health and Safety Legislation	Environmental Legislation	Codes of Practice	Client Standards
Occupational Health and Safety Act Vic	Environmental Protection Act	Compliance Code Hazardous Manual Handling	
Occupational Health and Safety Regulations		Compliance Code Hazardous Substances	
Possible Site Hazards			
Chemicals		PPE and Equipment	
AGAR – Bowl Clean	AGAR – Dirt Off	Gloves	
AGAR – Fast Glass	AGAR – HC90	Sturdy shoes	
AGAR – Bleach	AGAR - Sequal	Hearing protection	
AGAR – Fresh Mop		Safety Glasses	

Method Statement					
Job Step	Potential Hazards	Risk Score	Controls	Risk Score after Controls	Person Responsible
Office Cleaning use of Back Pack / upright Vacuum	<ul style="list-style-type: none"> • Back injury • Electrocution • Fire 	Moderate (B4) = Permission from worker in charge to proceed	<ul style="list-style-type: none"> • Safe operating procedures developed • Competent trained personnel to operate machine • Inspect the machine before use • Periodical inspection and maintenance conducted 	Acceptable (B2) = work able to proceed	
Cleaning Offices – Chemical Use	<ul style="list-style-type: none"> • Spillage/environ mental • Burns • Fumes • Explosion • Skin Irritation 	Serious (D5) = Permission from high level management to proceed	<ul style="list-style-type: none"> • Trained personnel to train employee on use • Prevention of Injury • Appropriate signage • Restricted Access • All hazardous chemicals to be labelled correctly • Provided SDS • Adequate ventilation when decanting • PPE 	Acceptable (B3) = work able to proceed	
Cleaning of Rest Rooms / Toilets, use of chemicals, working on wet floors, use of mop	<ul style="list-style-type: none"> • Spillage/Environ mental • Burns • Back Injury • Mopping 	Moderate (B4) = Permission from worker in charge to proceed	<ul style="list-style-type: none"> • Trained personnel to train employee on use • Prevention of Injury • Appropriate signage • Restricted Access 	Acceptable (B2) = work able to proceed	

	<ul style="list-style-type: none"> • Fumes • Explosion • Skin Irritation • Electrocution 		<ul style="list-style-type: none"> • All hazardous chemicals to be labelled correctly • Provided SDS • Adequate ventilation when decanting • PPE 		
Sweeping floors – use of dust control broom / standard broom	<ul style="list-style-type: none"> • Back injury • Tripping injury • Respiratory irritation 	Moderate (C3) = Permission from worker in charge to proceed	<ul style="list-style-type: none"> • Trained personnel to train employee on use • Prevention of injury 	Acceptable (C2) = work able to proceed	
Rubbish collected from waste paper bins into collection bags	<ul style="list-style-type: none"> • Infections diseases from sharps • Strain/sprain injury from lifting bins/bags of waste collected off floor and into garbage bins 	Moderate (C3) = Permission from worker in charge to proceed	<ul style="list-style-type: none"> • Ensure staff are trained in manual handling techniques, sharps collection and disposal, and safe work procedures • Write up or reproduce and make available safe work procedures for collection and disposal of sharps • Provide appropriate PPE • Provide mechanical lifting assistance as required 	Moderate (C3) = Permission from worker in charge to proceed	
Lone Working	<ul style="list-style-type: none"> • Exposure to violence • Increased severity of workplace injuries 	Critical (D4) = Permission from worker in charge to proceed	<ul style="list-style-type: none"> • Buddy System • Environmental design in consultation with Client Representative • Check in schedule 	Acceptable (C2) = work able to proceed	

			<ul style="list-style-type: none"> • Duress alarms installed with client representative • Training 		
Manual Handling / Receiving Stock, Stock Control, Moderate heavy lifting (Waste removal, receipt of store supplies in cardboard boxes)	<ul style="list-style-type: none"> • Back injury • Crushing injury • Generation of waste 	Critical (D4) = Permission from worker in charge to proceed	<ul style="list-style-type: none"> • Ensure staff are trained in manual handling techniques, sharps collection and disposal, and safe work procedures • Write up or reproduce and make available safe work procedures for collection and disposal of sharps • Provide appropriate PPE • Provide mechanical lifting assistance as required 	Moderate (D2) = Permission from worker in charge to proceed	
High Dusting / General High Rise Cleaning Ladder Scissor lift Cherry Picker	<ul style="list-style-type: none"> • Back Injury • Spillage/Environmental • Fall from greater than 2 metres • Crush from plant • Property Damage 	Critical (E3) = Work is unable to proceed. Seek other methods	<ul style="list-style-type: none"> • Trained personnel to train employee on use • Prevention of injury • Ladder control procedure • Only qualified personnel to use scissor lift/cherry picker • Appropriate fall restraint equipment • Servicing of plant records 	Serious (E2) = Permission from high level management to proceed	

Cleaning of General Gass/High Risk glass	<ul style="list-style-type: none"> • Back injury • Spillage/Environmental • Skin Irritation • Cuts • Property Damage 	Moderate (B4) = Permission from worker in charge to proceed	<ul style="list-style-type: none"> • Usage of wet floor signs • Trained personnel to train employee on usage – chemical use • Ladder control procedures • Only qualified personnel to use scissor lift/cherry picker • Appropriate fall restraint equipment • Servicing of plant records 	Acceptable (B2) = work able to proceed	
Use Vacuum Blower	<ul style="list-style-type: none"> • Back injury • Explosion • Fire • Noise Pollution • Dust in eyes • Vibration 	Serious (C4) = Permission from high level management to proceed	<ul style="list-style-type: none"> • Safe Operating procedures developed • Competent trained personnel to operate machine • Inspect machine before usage (wear and tear, fuel leakage) • Safety gear • PPE • Quarterly inspections and maintenance conducted as per manufacturer instructions 	Acceptable (A3) = work able to proceed	
Use of High pressure water cleaner	<ul style="list-style-type: none"> • Noise pollution • Back injury • Explosion 	Serious (C4) = Permission from high level	<ul style="list-style-type: none"> • Qualified trainer to train employee • Restricted access 	Acceptable (A3) = work able to proceed	

	<ul style="list-style-type: none"> • Fire • Crushing • Jet injury 	management to proceed	<ul style="list-style-type: none"> • Injury prevention • Quarterly inspection and maintenance conducted by manufacturer/authorised repairer • Safe operating procedures developed • Competent trained personnel to operate machine • Inspect machine before use (fuel leaks, exposed wires, wear and tear) • Safety Gear 		
<p>Work with hazardous substances</p> <ul style="list-style-type: none"> • Cleaning • Decanting • Dangerous Goods 	<ul style="list-style-type: none"> • Spillage • Environmental • Burns • Fumes • Explosion • Skin Irritation • Contract disease • Slips and trips 	Serious (D5) = Permission from high level management to proceed	<ul style="list-style-type: none"> • Appropriate signage • Restricted access • All hazardous chemicals to be labelled correctly • Chemicals stored in restricted area • Registered list of all chemical names, quantities (maximum) types • Provide Safety Data Sheets • Emergency Spill Kit • Location of Spill kits 	Acceptable (B3) = work able to proceed	

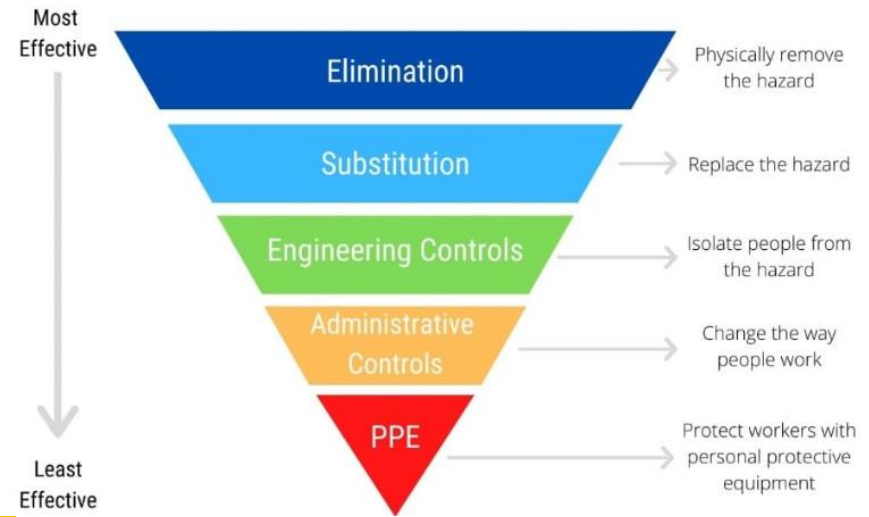
			<ul style="list-style-type: none"> • There is adequate ventilation when decanting - PPE 		
<p>Use of scrubbing machine</p> <ul style="list-style-type: none"> • Vinyl floor cleaning 	<ul style="list-style-type: none"> • Electrocution • Crushing • Property damage • Back injury • Explosion • Fire 	Serious (E3) = Permission from high level management to proceed	<ul style="list-style-type: none"> • Quarterly inspections and maintenance conducted by manufacturer/authorised repairer • Safe operating procedures developed • Only trained operators • Competent person to be nominated as the trainer • Inspect the machine before use • Hearing protection 	Acceptable (A3) = work able to proceed	
<p>Use of Ladders High Dusting, cobweb removal, working near light fittings</p>	<ul style="list-style-type: none"> • Falling • Dropped equipment • Equipment electric shock 	Serious (E5) = Permission from high level management to proceed	<ul style="list-style-type: none"> • Follow ladder procedure • Ladders are inspected prior to use for defects • Only trained personnel to use ladders • Where necessary a second person is to hold the ladder form • Area is to be barricaded off from the public • If the risk of falling from a height is greater than 1.8 m, harness and / or relevant PPE and plant must be used. 	Serious (E3) = Permission from high level management to proceed	

Method Statement additional Steps					
Job Step	Potential Hazards	Risk Score	Controls	Risk Score After Controls	Person Responsible

Risk Ratings

	A	B	C	D	E
5	Moderate	Serious	Critical	Critical	Critical
4	Acceptable	Moderate	Serious	Critical	Critical
3	Acceptable	Acceptable	Moderate	Serious	Critical
2	Acceptable	Acceptable	Acceptable	Moderate	Serious
1	Acceptable	Acceptable	Acceptable	Acceptable	Moderate

Hierarchy of Controls Management



	Safety	Environment	Asset damage or losses	Unplanned downtime for client	Reputation	Capability
E -	Fatality or permanent disability	Reportable spill or release resulting in severe environmental impact, direct impact on the public, prosecution	Greater than 1m	Greater than 90 days or site must be abandoned	negative international publicity, significant impact on market share or investor valuation	critical failure(s) preventing core activities from being performed. The impact threatens the survival of the project or the organisation itself
D	Lost time injury/hospitalisation	Reportable spill or release requiring external remediation, regulatory restrictions or enforcement action	\$100k to \$1m	15 to 90 days	negative national or regional publicity, transitory impact on market share or investor valuation	Breakdown of Key activities leading to reduction in performance, survival of project/activity/organisation is threatened
C	Medical treatment	Reportable spill or release outside client containment area, requiring activation of emergency protocols and organisations remedial actions or reassurances non reportable spill or release within organisation location requiring external remediation.	\$10k to \$100k	3 to 15 days	local media coverage, community complaint	Impact on the organisation is resulting in reduced performance such that targets are not met. Organisations existence is not threatened, but it could be subject to significant review or changed ways of working
B	First aid	non reportable spill or release contained within organisation location	\$2,500 to \$10k	1 shift to 3 days	little or no local media coverage	Some impact on business areas in terms of delays, system quality but able to be dealt with at operational level

A	Near miss	no environmental release	less than \$2,500	less than 1 shift	community complaint	Minimal impact on non-core business operations. The impact can be dealt with by routine operations
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Likelihood definitions

1 Improbable	Once in 1000 yrs.	Very unlikely to occur in lifetime of organisation, rare occurrence in industry
2 Remote	Once in 100 yrs.	Unlikely but could occur in the lifetime of this organisation, rate occurrence in industry
3 Occasional	Once in 10 yrs.	Infrequent occurrence in industry
4 Probable	Once in 5 years	May occur several times to organisation, common occurrence in the industry
5 Frequent	Once per year	Very likely to occur in the organisation, regular repeated occurrence in the industry.

