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| General Cleaning Safe Work Method Statement (SWMS) | | | | | | | | | | | |
| Business Contact: | | | Phone #: | | | | Principal Contractor (PC): | | | | |
| Responsible person *(for monitoring SWMS and work):* | | | | | | | PC Address: | | | | |
| Signature: | | | | Date: | | | PC Phone #: | | Date SWMS provided to PC: | | |
| Contact Phone #: | | | | | | | Job Site Address: | | | | |
| **Site Management Plan** | Is the work associated with a Construction Project?  **Yes  No** | | | | | | | *If yes* – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project. | | | |
| **This work activity involves the following “High-Risk Construction Work” (HRCW -** *identified in the Job Task column***)** | | | | | | | | | | | |
| Confined spaces | | Mobile plant movement | | | | Demolition of a load-bearing structure | | | | | Asbestos disturbance |
| Using explosives | | Diving work | | | | Artificial extremes of temperature | | | | | Tilt-up or pre-cast concrete |
| Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services | | | | | | | | | | | |
| Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse | | | | | | | | | | | |
| Involves a risk of a person falling from 2m or more, including work on telecommunications towers | | | | | | | | | | Work in a ceiling space (W.A. Only) | |
| Working at depths greater than 1.5 metres, including tunnels or mines | | | | | | Work in an area that may have a contaminated or flammable atmosphere | | | | | |
| Work carried out adjacent to a road, railway or shipping lane, traffic corridor | | | | | | In or near water or other liquid that involves the risk of drowning | | | | | |
| **WORKING WITH A RISK OF A FALL OVER 2 METRES**. Select the fall from height 'hierarchy of control level' considered when establishing controls: | | | | | | | | | | | |
| L 1: Work on the ground or solid construction | | | | | L 4: Use a fall arrest system e.g., safety harness, catch platforms | | | | | | |
| L 2: Use a passive fall restraint system e.g., guard rails, scaffolding, EWP | | | | | L 5: Implement administrative controls e.g., signage, or instruction | | | | | | |
| L 3: Use a work positioning system e.g., travel restraint, rope access | | | | | Other? | | | | | | |
| More than one of these measures to reduce risk can be used. For example, engineering controls like edge protection can be implemented with administrative controls like training and use of this SWMS, while wearing PPE (non-slip shoes). Please describe why it is not reasonably practicable to use higher-order control measures.  E.g. The job is less than 5 minutes on a ladder. | | | | | | | | | | | |

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| **Planning/Preparation** | * Liaise with Principal Contractor to identify on-site safety systems and procedures * Establish supervisory and communication arrangements * Principal contractor to confirm emergency response procedures are in place. | |
| **Hold Points** | * Hold points identified and signed off before continuing work. *Specify?* | |
| **Training/Licence** | * All workers to have a General Construction Induction Card * Relevant workers have relevant certificates of competency, licenses, and training. *Specify on the SWMS Sign-off for each worker.* * Trained First Aider on site * All workers trained in site-specific emergency and evacuation procedures, SWMS, safe work procedures, and safety data sheets. | |
| **Worker duties and responsibilities** | * Fit condition for work, i.e.,, no signs of fatigue, alcohol or drugs * Attend all site inductions/briefings * Comply with all site requirements, e.g. PPE, Traffic Management Plans (TMP) * Only carry out work related to the contract * Inspect completed work and report possible safety, environmental and quality matters to the supervisor. | |
| **Monitor/Review** | * All people involved in the task must have this SWMS communicated to them before work commences * SWMS to be reviewed and amended if necessary, in consultation with relevant people after any near miss or incident * If additional site hazards identified, review this SWMS and amend control measures to suit * People, including workers, contractors and sub-contractors, affected by the revisions to this SWMS, must be informed ASAP * Give the principal contractor a copy of the revised SWMS * The site supervisor to monitor works against the controls stated in this SWMS * SWMS must be kept on-site and made available for inspection or review * Keep a record of this SWMS until the job is complete or for two years if involved in a notifiable incident * Regardless of any other factor, the person in control of the workplace must review this SWMS at least annually. | |
| **Site-Specific Notes:** | | **Act, Regulations, Codes of Practice References:**   |  | | --- | | **How to add your references**  Step 1: Click the link below to download your reference list *(save it to an appropriate location on your computer)*  Step 2. Open the reference list document and Copy and Paste the relevant references into this section  Step 3. Remember to remove this instruction before adding references  [*Legislation and Codes of Practice Reference List Download*](https://safetydocs.safetyculture.com/content/PDFSample/1-Legislation%20and%20Codes%20of%20Practice%20Reference%20List.pdf)– | |

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| **Personal Protective Equipment (PPE)** | | | | | | | | | | | |
| Foot Protection | Hearing Protection | High  Visibility | Head Protection | Eye  Protection | Face Protection | Hand Protection | Protective Clothing | Breathing Protection | Sun Protection | Safety Harness | Do not wear rings, watches or jewellery that may become entangled. Long and loose hair must be tied back. |
| **Icon  Description automatically generated** | A picture containing clipart  Description automatically generated | Icon  Description automatically generated | A picture containing clipart  Description automatically generated | Icon  Description automatically generated | Icon  Description automatically generated | Icon  Description automatically generated | A picture containing clipart  Description automatically generated | A picture containing drawing, game  Description automatically generated | Icon  Description automatically generated | A picture containing text, clipart  Description automatically generated |
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| **Job Task** | **Hazards** | **IR** | **Control Measures**  ***Inherent*** *Risk-rating* ***(IR)*** *before controls - Residual Risk-rating* ***(RR)*** *after controls* | **RR** | **Responsible Person** |
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| 1. Out-of-hours / night work | * Fatigue * Unauthorised access * Insecure workplace | 3H | * Allow adequate meal breaks for workers; especially if they have worked during part of the day, they will need time to rest & recover sufficiently to work safely into the evening/night * Do not schedule full double shifts for workers as worker fatigue increases the risk of incidents * Workers have access to: * Suitable amenities (toilets/wash facilities/drinking water) * Sufficient lighting (including parking areas) * Air conditioning and heating * Mechanical ventilation if required * Emergency exits * Safe area for parking/unloading equipment – protected from rain * Additional security personnel on-site to ensure no unauthorised access by the general public while work is being performed * ***No worker should work alone on the site at night.*** | 2M | **Supervisor** to make sure schedules for breaks are followed and maintain call log |
| Emergency | 4A | * Avoid people working alone, use a buddy system to provide immediate support * Have a reliable communication system in place and test regularly. | 2M |
| 1. **HRCW**   Arrival on-site & assess onsite conditions | Personal injury, property damage &/or environmental incident | 3H | * The vehicle should be positioned in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs as necessary) * Do not park illegally * Identify and obey all safety-related signage (check site entry requirements) * Report to Site Supervisor * Ensure site-specific induction undertaken * Assess mobile phone reception * The worksite is exactly as detailed in Terms of Agreement or contract * If unanticipated hazards are identified, complete a JSA specifying the control measures. | 2M | **Supervisor** to check the site and conduct JSA where necessary |
| 1. **HRCW**   Work area set-up | Unauthorised access to work area | 3H | * Establish an exclusion zone for other workers and the public. i.e., those not associated with the activity. This zone should be clearly defined by signage and hazard marking tape or flagging * Maintain awareness of unauthorised people attempting to enter or entering the work area * If members of the public or unauthorised personnel enter the exclusion zone, stop work until removed from the work zone. | 2M | **Supervisor** and **workers** to ensure control measures followed |
| 1. Environment | Noise | 3H | * Be aware of maximum noise levels at the site * The plant is maintained to minimise noise * No noise produced outside council approved hours of operation * Engineering controls fitted to equipment (e.g. silencers.) | 2M | **Supervisor** and **workers** to ensure control measures followed |
| Improper waste disposal | 3H | * Place all wastes and rubbish in bins or other appropriate containers * Separate recycle waste from general waste * Do not mix waste with spoil. | 2M |
| Chemical disposal | 3H | * Dispose of chemicals correctly, empty containers/bags in approved waste containers * Triple rinse all empty/unwanted chemical containers and make containers unusable before disposing of them. | 2M |
| Waterways/soil | 3H | * Do not wash out tools or containers where residue can enter waterways or drains. | 2M |
| Adverse impacts on fauna | 3H | * No domestic animals on-site * Ensure all food scraps placed in lidded bins. | 2M |
| 1. Housekeeping | Slips, trips & falls | 3H | * Maintain housekeeping throughout the shift & clean-up * Ensure sufficient lighting to detect changes in level (using temporary lighting as required) * The work area is clean and uncluttered as possible * Locate equipment where it will not become a tripping hazard * Check for stored items, corners or other obstructions that could cause tripping * Ensure signage is placed in appropriate locations when cleaning (entrance to toilets, prevent access to wet floor areas, etc.). Remove signs as soon as area is safe * Make use of power points in area. Use caution to avoid tripping over extension cords. If required, run cords along corridors, not across doorways/access areas * Clean from top to bottom * Use long handled tools with swivelling heads * Dry surfaces after wiping with a wet cloth * Mop floor from furthest point and finish at doors * Vacuum or mop stairs from bottom to top with cleaner and power cords behind you * Wear closed in, non-slip footwear. | 2M | **Supervisor** and **workers** to ensure control measures followed |
| 1. Manual tasks | Musculoskeletal (MSD) injuries | 3H | * Materials/equipment placed as close to the work area as possible * Weight of an object should be known; avoid lifting loads more than 1/4 of your body weight * Do not use extreme force to move items * Lifted items should be held close to the body whenever possible: * Keeping knees bent and back straight and lift, unload keeping knees bent * Use team lifts and mechanical means for heavy items * Schedule regular breaks and practice job rotation * Use long-handled tools to clean outside of toilet, mirrors and other surfaces to reduce over-reaching, bending and twisting * Use sponges and brushes that flex to the shape of the surface being cleaned to avoid awkward positions * Position smaller bins on an elevated surface before emptying the contents (change the liner); this will reduce bending and twisting * Ensure equipment is suitable for the task. E.g.: * Light-weight bucket/mops (with an adjustable handle and long-handled wringer) * Mops/brooms with extendable handles * Trolleys for buckets/mops * Long-handled tools with swivelling heads for cleaning cramped areas such as toilets * Ensure: * Work in a small section to avoid overreaching * Extend handle to clean around fixtures etc., to avoid bending, reaching and kneeling. * Emptying wheelie bins: * Where possible on hard surfaces, use two hands and push bin (on loose gravel or other soft surfaces pulling may be easier) * Ensure wheelie bin is not too heavy or overloaded, test weight before moving * Move one bin at a time. Do not attempt to pull or push two bins at once * Use the flattest route possible (avoid steps or ramps where possible) * If you must move a wheelie bin up or downstairs, always ensure that the bin is below you * If the bin is to be emptied manually, e.g. into a larger industrial bin, where possible use a mechanical bin lifter * If a mechanical lifter is not available and bin is not heavy, use a two-person lift to empty bin. Do not attempt to empty wheelie bin alone. | 2M | **Supervisor** and **workers** to ensure control measures followed |
| 1. **HRCW** Sweeping, mopping, surface cleaning & vacuuming | * Contaminated materials * Needlestick injury * Viral or bacterial infection/ disease | 3H | * Ensure vaccinations (such as Hepatitis B, tetanus.) are offered for staff * people with known allergic responses should consult a doctor and ensure appropriate kit is available at all times (Including EpiPen - in date). * Ensure that all workers are trained in “Standard Precaution” procedures. This involves treating all biological materials (such as blood, human or animal tissues) as infected * Have a “Sharps Disposal Kit” available to use * Use tongs to pick up needles and dispose of in a sharps container * Wear gloves at all times * Pick up any rubbish or foreign material with tongs and place in a waste bag * Wash hands thoroughly with warm water and soap, after removing gloves * Change gloves after each exposure * Dispose of your used gloves as you would for contaminated materials * Provide decontamination kit, including: * Bleach solution (1 part bleach to 10 part water – 1:10 – prepared less than three days previous) * Disposable gloves * Disposable apron * Shoe covers (if relevant) * Paper towels * Tongs. | 2M | **Supervisor** and **workers** to ensure control measures followed |
| Injury to site workers | 3H | * Display relevant signage. E.g. Closed for cleaning, wet floors * Only remove signs when areas are dry and ready for use * Do not leave equipment unattended * Keep equipment to the side of walkways allowing space for the others to pass | 2M |
| * Electrocution * Injury * Tool malfunction * Fire | 3H | * Use power tools only for the purpose specified by the manufacturer * Pre-inspect and operate tools following the manufacturer’s instructions * Ensure operations manual is available, read and understood * All power tools and leads are Tested and Tagged and are current * Use electrical sockets protected by RCD (safety-switches) or use portable RCD devices * Ensure switchboards have appropriately rated circuit breaker * Always ensure that the tool is switched off and power isolated before a pre-start check, adjusting, changing set-ups or repairing * If damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTO procedures. | 2M |
| Hearing loss | 3H | * Wear hearing protection - when choosing Hearing Protection consider that overprotecting by cutting out too much sound can cause difficulties hearing other sounds needed to work safely. Options are earmuffs or earplugs. | 2M |
| Falls | 3H | * Avoid work above 2m * Use extendable poles * ONLY use approved height access equipment to clean above 2m. * ***NEVER stand on chairs, tables or fixtures.*** * Ladders - Ensure:  |  | | --- | | * Load rating of at least 120kg * Correct size and length for the job * No damage, clean and dry * Face ladder when ascending/descending * Ensure 3 points of contact remain on the ladder at all times. | | 2M |
| Snakes/insects bites | 3H | * Wear hand protection at all times * Use equipment such as long handled dusters, handheld vacuum cleaners etc. * ***DO NOT place hands where vision is restricted (behind toilets). Only reach into fully visible areas.*** | 2M |
| Cuts & lacerations | 3H | * Use dust-pan and brush to collect broken glass * Wear gloves * Wrap broken glass before disposal. | 2M |
| Aggression | 3H | * Ensure courteous manner with others onsite * Do not engage people who may be aggressive, leave the area and report to supervisor immediately. | 2M |
| Contact with hazardous chemicals | 3H | * Follow directions of use for *(specify the chemicals)* * Consult SDS for the product * Use PPE as per the SDS - *specify* * Use with adequate ventilation * Chemical resistant gloves for prolonged exposure * *DO NOT:* * *Eat or drink when handling chemicals* * *Eat or drink without washing hands thoroughly first* * *Take food into the work area where chemicals are being used or stored* * *Wear contaminated PPE in areas outside the work zone, such as eating areas.* | 2M |
| * No Safety Data Sheets (SDS) * Poor labelling | 3H | * SDS is obtained for all chemicals and is accessible: ensure current (issue date with five years) * Implement all controls as per label and SDS * Before mixing any chemicals, check for compatibility and refer to SDS * All containers (original container or decanted portions) supplied for use at a workplace, must have a label with all required details listed. If a container is not correctly labelled, it must not be used * Ensure the correct chemical handling equipment is available and in good condition. | 2M |
| 1. **HRCW**   On completion | Unauthorised access | 3H | * If acceptable, remove or add barricades. | 2M | **Supervisor** to confirm all workers have signed out  **Workers** to comply with controls |
| Security breach | 3H | * All personnel sign-out on Site Register. | 2M |
| Vehicle/people impact | 4A | * Stay to designated access and egress routes * Maintain awareness of surroundings. | 2M |
| 1. Emergency response | * Injury * Fatality * Environmental damage | 4A | * **For police, fire or ambulance call ‘000’** * Follow site emergency and evacuation procedures * A communication system is available, e.g. a mobile phone or radio * Check for dangers to self before helping others * Maintain control of the area and stabilise the situation * Apply first aid to the injured worker * Complete an incident report * ***Refer to your SWMS implementing instructions for further specific emergency responses****.* | 2M | **Supervisors** and **workers** ensure controls followed |

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| **Overall Risk Rating after Controls** | | | | **1 - Low** | | | **2 - Moderate** | | **3 - High** | | | **4 - Acute** | |
| **Permits** | | Not applicable | | Hot Work | | Confined Space | | | Local council | | Excavation | | | Lift (crane) |
| Working at height | | Restricted access | | Asbestos remediation | | | Other? | | Other? | | | Other? |
| **Plant & Equipment** | | |  | | | | **Hazardous Substances** | | | | | **Supervisory Arrangements** | | |
| Electrical tools and leads | | | Tested and tagged quarterly | | | | *List hazardous substances taken on-site and have the SDS on-site.* | | | | | Audits  Spot Checks  Reporting systems  Suitably qualified supervisors for job  Direct on-site supervision  Remote site: communication systems/schedule  Other? | | |
| Hand tools - Meet AS/NZS | | | Regular visual inspection | | | |
| Ladders - Meet AS/NZS | | | Inspected and tagged out if damaged | | | |
| Mobile plant-*specify* | | | Inspected and tagged out if damaged | | | |
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| **SWMS Sign-off** | | This SWMS developed in consultation and cooperation with workers and relevant organisation representatives. I have read the above SWMS, and I understand its contents. I confirm that I have the skills and training, including relevant certification, to conduct the task as described.  I agree to comply with safety requirements within this SWMS, including risk control measures, safe work instructions, and PPE described. | | | | | |
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| **Workers’ Name** | **Job Role / Position**  E.g. Supervisor, Worker, Trainee | | **Licences, competencies & qualifications** *(add as applicable)* | | | **Date** | **Signature** |
| **Type / Description** | **Class** | **Number** |
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| **HIERARCHY OF CONTROLS** | | | | **Most Effective** | |  | | | | | | **Least Effective** |
| **Risk Matrix** | | | |  | | | | | | | | |
| **Step 1: Determine Likelihood:** What is the possibility that the effect will occur? | | | | | | | | |  | **Step 2: Determine Consequence:** What will be the expected effect? | | |
|  | **Criteria** | | | | | **Description** | | |  | **Level of Effect** | **Example of each level** | |
| **Almost certain** | Expected in most circumstances. | | | | | The effect is a common result. | | |  | **Insignificant** | No effect – or so minor that effect is acceptable. | |
| **Likely** | Will probably occur in most circumstances. | | | | | The effect is known to have occurred previously. | | |  | **Minor** | Minor first aid treatment,minimal business disruption, minimal environmental effect. | |
| **Possible** | Could possibly occur at some time. | | | | | The effect could occur. I’ve heard of it happening before. | | |  | **Moderate** | Serious injuries, medium business interruption, medium environmental impact. | |
| **Unlikely** | Unlikely but possible. | | | | | The effect could occur, but I have not heard of it happening before. | | |  | **Major** | Extensive injuries/fatality, significant business interruption, environmental harm, prosecution. | |
| **Rare** | Highly unlikely to occur. | | | | | The effect is practically impossible. | | |  | **Catastrophic** | Multiple permanent disability/fatalities, business failure, substantial environmental harm, prosecution/imprisonment. | |
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| **Step 3: Determine the risk score:** | | | | | | | | |  | **Step 4: Record risk** | | |
| **Effect**  **Likelihood** | | **Insignificant** | **Minor** | | **Moderate** | | **Major** | **Catastrophic** |  | **Score** | **Action** | |
| **Almost certain** | | **2 Mod.** | **2 Mod.** | | **3 High** | | **4 Acute** | **4 Acute** |  | **4A: Acute**  **3H: High**  **2M: Mod.**  **1L: Low** | ***DO NOT PROCEED until risk level is reduced;***  immediately introduce high-level controls.  *Re-assess before proceeding.*  *Review before commencing work.* Introduce new controls and/or maintain high-level controls to lower the risk level. Controls are to be monitored frequently.  *Maintain control measures.* Be cautious when working. Monitor and review regularly.  *Record and monitor.* Proceed with work. Regularly review risks. | |
| **Likely** | | **2 Mod.** | **2 Mod.** | | **3 High** | | **4 Acute** | **4 Acute** |  |
| **Possible** | | **1 Low** | **2 Mod.** | | **2 Mod.** | | **3 High** | **4 Acute** |  |
| **Unlikely** | | **1 Low** | **1 Low** | | **2 Mod.** | | **3 High** | **4 Acute** |  |
| **Rare** | | **1 Low** | **1 Low** | | **2 Mod.** | | **2 Mod.** | **3 High** |  |