

SWMS Title:	Damp Wiping Below Shoulder	Description of Task / Activity:	Damp Wiping Below Shoulder
Partner Site:	All Partner Sites		
SWMS prepared by: Darren Morris	Position: Regional HSE Manager WA/SA/NT	Date: 30/09/2020	SWMS reviewed by: Glenn Henstock
Authorisation:			
Authorised by: Operational Business Unit Manager or Delegate		Date: 30/09/2020	

Hierarchy of Control	Risk Matrix					
	RISK ASSESSMENT PROCESS					
	Step 1 Determine Probability	Step 2				
	LIKELIHOOD	CONSEQUENCE			ENVIRON MENT	
		PERSON	ASSETS			
	A	1	Minor Near Miss	Under \$500 Damage and Minimal Productivity Disruption.	No Damage	
	B	2	First Aid Treatment Injury	\$500–1000 Damage and/or Slight Production Disruption.	Minor Damage	
	C	3	MTI or Short Term LTI	\$1000–5000 Damage and/or Production Disruption.	Reversible Damage	
	D	4	Long Term LTI	\$5000–10,000 Damage and/or Project Contingency Plan Required.	Serious Damage	
	E	5	Fatality, Permanent Disability	More than \$10,000 Damage and/or Large Reorganisation of Project.	Major Damage	
		RISK ASSESSMENT PROCESS				
		Step 3 Calculate Risk				
		Consequence				
	Likelihood	1	2	3	4	5
A	1 Low	3 Low	6 Low	10 Medium	15 High	
B	2 Low	5 Low	9 Medium	14 High	19 Extreme	
C	4 Low	8 Medium	13 Medium	18 High	22 Extreme	
D	7 Low	12 Medium	17 High	21 Extreme	24 Extreme	
E	11 Medium	16 High	20 Extreme	23 Extreme	25 Extreme	

Required PPE (Personal Protective Equipment)									
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

1. Hazard / Hazardous Event	2. Current Controls
Prestart Inspection/Preparation – Slips, Trips, manual handling	<ul style="list-style-type: none"> Assess the area that requires Damp Wiping. Always inspect (visually only) the area for hazards such as sharps or blood/bodily fluids prior to commencement of damp wiping. Close access to the area until the job is completed (if practicable), or do the work after hours. Place safety signs in a position so that they can be easily seen to avoid slip hazards. Read SDS for details of chemical, exposure hazards, safe handling and storage, and first aid.
Dilute Detergent – Chemical exposure, manual handling, slips trips	<ul style="list-style-type: none"> Ensure you are using the correct colour coded mop and bucket. Dilute wipe away in bucket. Ensure PPE is worn including, non-slip footwear, goggles, rubber/latex gloves.
Damp wipe surface below shoulder height – Chemical exposure, manual handling, slips, trips	<ul style="list-style-type: none"> Damp the cloth and commence wiping the furniture and fittings, walls and amenities. When damp wiping balance yourself with your free hand on any furniture etc to reduce strain on your back. Rinse out cloth often and change cleaning solution as required – rotate use of hands every two minutes when wiping to reduce repetitive strain. Do not perform damp wiping operation for periods in excess of 30 minutes without a 5-minute interval of alternative tasks. Use short handled mop to damp wipe high surfaces such as skirting boards. When finished wash out the cloth – empty and rinse the bucket – return equipment to cleaner’s store. <p>MICROFIBRE CLOTHS</p> <ul style="list-style-type: none"> Use a spray bottle to lightly spray water on the microfiber cloth – lightly dampen the cloth. Wipe the surface. Respray the cloth as required. For hard to move stains it may be necessary to spray the stain with an approved chemical. Allow time for the chemical to work. Wipe the area as normal.
Equipment Sanitising & Storage – Chemical exposure, manual handling, slips, trips.	<ul style="list-style-type: none"> After the job is complete, wash cloths in disinfectant solution. When storing in cleaner’s store, spin mop head and store on top of bucket. Store colour coded equipment separately – not in contact with different coloured equipment.
3. Additional Information	
For Additional Information contact the HSE Team.	
4. Activity Risk Rating:	Medium (C3)