

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

Hierarchy of Control	Risk Matrix				
	<b>RISK ASSESSMENT PROCESS</b>				
	Step 1 Determine Probability	Step 2			
	LIKELIHOOD	CONSEQUENCE			
		PERSON	ASSETS	ENVIRONMENT	
	A Practically impossible	1 Minor Near Miss	Under \$500 Damage and Minimal Productivity Disruption.	No Damage	
	B Not Likely to Occur	2 First Aid Treatment Injury	\$500–1000 Damage and/or Slight Production Disruption.	Minor Damage	
	C Unusual but Possible	3 MTI or Short Term LTI	\$1000–5000 Damage and/or Production Disruption.	Reversible Damage	
	D Quite Possible	4 Long Term LTI	\$5000–10,000 Damage and/or Project Contingency Plan Required.	Serious Damage	
	E Almost Certain	5 Fatality, Permanent Disability	More than \$10,000 Damage and/or Large Reorganisation of Project.	Major Damage	
	<b>RISK ASSESSMENT PROCESS</b>				
	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 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"> <li>Assess the areas to be cleaned for any hazards.</li> <li>Always inspect (visually only) the area for hazards such as sharps or blood/bodily fluids prior to commencement mopping. If such hazards are found, please refer to your Supervisor.</li> <li>Close access to the area until the job is completed (if practicable) or do the work after hours.</li> <li>Place safety sign/s in a position so that they can be easily seen to avoid any trip hazards, especially leads.</li> <li>Read SDS for details of chemical, exposure hazards, safe handling and storage, and first aid.</li> </ul>
Dilute Detergent – slip, trip, chemical exposure	<ul style="list-style-type: none"> <li>Dilute detergent in the bucket.</li> <li>Ensure correct PPE is worn, including gloves, goggles and non-slip footwear.</li> </ul>
Cleaning window – slip, trip, chemical exposure, manual handling	<ul style="list-style-type: none"> <li>Check equipment is in safe working condition.</li> <li>Assess area for hazards (broken windows, overhead electrical wires).</li> <li>Wear safety glasses when cleaning windows above shoulder height.</li> <li>Clear cobwebs as per <a href="#">SWMS-413 – Cobwebbing</a></li> <li>Remove tape and other materials on glass surfaces.</li> <li>Wash window with cleaning solution using an applicator and an extension pole.</li> <li>Remove solution from accessible glass with squeegee.</li> <li>Dry accessible edges and window frames with absorbent cloth.</li> <li>Do not perform glass cleaning operation with an extension pole for periods in excess of 10 minutes with a 5-minute interval of alternative tasks.</li> </ul>
High window cleaning – slip, trip, chemical exposure, manual handling, falling from height	<ul style="list-style-type: none"> <li>If high window cleaning is required beyond the safe reach of a telescopic pole and it is necessary to gain height through the use of a portable ladder refer to <a href="#">SWMS-100 – Using Portable Ladders</a></li> </ul>
Equipment storage – slips, trips, manual handling	<ul style="list-style-type: none"> <li>Clean equipment and return to cleaners’ storage area.</li> </ul>
<b>3. Additional Information</b>	
<ul style="list-style-type: none"> <li><b>For Additional Information contact the HSE Team.</b></li> </ul>	
<b>4. Activity Risk Rating:</b>	<b>Medium (C3)</b>