

<b>SWMS Title:</b>	Strip, Seal & Polish Floors	<b>Description of Task / Activity:</b>	Stripping, Sealing and Polishing Floors in TM and sales floor areas using electric and battery operated Burnishers.		
<b>Partner Site:</b>	All Partner Sites				
<b>SWMS prepared by:</b> Stuart Heydon	<b>Position:</b> Regional HSE Manager CIMS (Vic, Tas)	<b>Date:</b> 08/09/2023	<b>SWMS reviewed by:</b> Gavin Reiske		
<b>Authorisation:</b>					
<b>Authorised by:</b> Operational Business Unit Manager or Delegate				<b>Date:</b> 08/09/2023	

Hierarchy of Control	Risk Matrix																																																										
	<table border="1" style="width: 100%; border-collapse: collapse; background-color: #ffff00;"> <tr> <th colspan="6">RISK ASSESSMENT PROCESS</th> </tr> <tr> <th colspan="2" style="background-color: #ffff00;">Step 1 Determine Probability</th> <th colspan="4" style="background-color: #ffff00;">Step 2</th> </tr> <tr> <th colspan="2" rowspan="2" style="background-color: #0070c0; color: white;">LIKELIHOOD</th> <th colspan="4" style="background-color: #0070c0; color: white;">CONSEQUENCE</th> </tr> <tr> <th style="background-color: #0070c0; color: white;">PERSON</th> <th style="background-color: #0070c0; color: white;">ASSETS</th> <th colspan="2" style="background-color: #0070c0; color: white;">ENVIRONMENT</th> </tr> <tr> <td style="background-color: #0070c0; color: white;">A</td> <td style="background-color: #0070c0; color: white;">Practically impossible</td> <td style="background-color: #0070c0; color: white;">1</td> <td style="background-color: #0070c0; color: white;">Minor Near Miss</td> <td style="background-color: #0070c0; color: white;">Under \$500 Damage and Minimal Productivity Disruption.</td> <td style="background-color: #0070c0; color: white;">No Damage</td> </tr> <tr> <td style="background-color: #0070c0; color: white;">B</td> <td style="background-color: #0070c0; color: white;">Not Likely to Occur</td> <td style="background-color: #0070c0; color: white;">2</td> <td style="background-color: #0070c0; color: white;">First Aid Treatment Injury</td> <td style="background-color: #0070c0; color: white;">\$500–1000 Damage and/or Slight Production Disruption.</td> <td style="background-color: #0070c0; color: white;">Minor Damage</td> </tr> <tr> <td style="background-color: #0070c0; color: white;">C</td> <td style="background-color: #0070c0; color: white;">Unusual but Possible</td> <td style="background-color: #0070c0; color: white;">3</td> <td style="background-color: #0070c0; color: white;">MTI or Short Term LTI</td> <td style="background-color: #0070c0; color: white;">\$1000–5000 Damage and/or Production Disruption.</td> <td style="background-color: #0070c0; color: white;">Reversible Damage</td> </tr> <tr> <td style="background-color: #0070c0; color: white;">D</td> <td style="background-color: #0070c0; color: white;">Quite Possible</td> <td style="background-color: #0070c0; color: white;">4</td> <td style="background-color: #0070c0; color: white;">Long Term LTI</td> <td style="background-color: #0070c0; color: white;">\$5000–10,000 Damage and/or Project Contingency Plan Required.</td> <td style="background-color: #0070c0; color: white;">Serious Damage</td> </tr> <tr> <td style="background-color: #0070c0; color: white;">E</td> <td style="background-color: #0070c0; color: white;">Almost Certain</td> <td style="background-color: #0070c0; color: white;">5</td> <td style="background-color: #0070c0; color: white;">Fatality, Permanent Disability</td> <td style="background-color: #0070c0; color: white;">More than \$10,000 Damage and/or Large Reorganisation of Project.</td> <td style="background-color: #0070c0; color: white;">Major Damage</td> </tr> </table>					RISK ASSESSMENT PROCESS						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		
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Required PPE (Personal Protective Equipment)									
<input 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 type="checkbox"/>

1. Hazard / Hazardous Event	2. Current Controls
Preparation/Prestart - General	<ul style="list-style-type: none"> <li>• Only cleaners who have been made aware of the hazards associated with stripping, sealing and polishing of floors are to carry out these tasks.</li> <li>• Cleaners are to review and familiarise themselves with the operator’s manual, safe operating procedures, and the operator controls of the burnishers they are using, prior to use.</li> </ul>
Preparation/Prestart - Slips, Trips and Falls	<ul style="list-style-type: none"> <li>• Cleaning in Progress/Wet floor signs to be displayed at entries to areas being cleaned. Signs to remain in place until cleaning of that area is complete, and floor is dry.</li> <li>• Cleaners to wear non-slip safety shoes.</li> <li>• Only damp cloths and mops to be used for cleaning. Ensure excessive water is not applied to surfaces at any time.</li> </ul>
Preparation/Prestart - Manual Handling	<ul style="list-style-type: none"> <li>• When transporting the burnishers to the work area use the wheels attached, never lift, or carry a burnisher. If there are no wheels for transport use a trolley.</li> <li>• Ensure that the distance equipment is being transported is kept to a minimum.</li> <li>• Never carry a burnisher upstairs by yourself. Use a lift or get assistance to carry up stairs</li> <li>• Ensure the handle height of the burnisher is correctly adjusted for the operators height prior to commencing operation.</li> </ul>
Preparation/Prestart - Exposure to Cleaning Chemical	<ul style="list-style-type: none"> <li>• Only cleaners who have been made aware of the hazards associated with cleaning chemicals to are to use cleaning chemicals.</li> <li>• Refer to Safety Data Sheet (SDS) for details of chemical, exposure hazards, safe handling storage, and first aid before using cleaning chemicals.</li> <li>• Wear Personal Protective Equipment (PPE) specified in SDS. Always wear rubber or non-latex gloves when handling cleaning chemicals and safety glasses when preparing cleaning chemicals for use.</li> <li>• Always use and mix cleaning chemicals as per instructions on original bottle label. Don't mix cleaning chemicals together or use for other purposes than specified.</li> <li>• Always store cleaning chemicals in the original container with the lid tightly on. Only diluted cleaning chemicals are to be stored in spray bottles with type of cleaner clearly marked on the outside.</li> </ul>

<p>Preparation/Prestart - Electrical Hazard</p>	<ul style="list-style-type: none"> <li>• If using electrically powered burnisher, unwind the electrical cord, checking that it is in good condition with no damage, (no exposed wires/ broken insulation). Never use powered cleaning equipment that has a damaged power cord or plug. Attach an out of service tag and report faulty powered cleaning equipment.</li> <li>• Check electrical test and tag has not expired on powered burnisher and battery charges, before and after use. Don't use any electrical equipment that doesn't have a test tag or where the test date has expired.</li> <li>• Visually inspect the powered burnisher to ensure that there is no physical damage. Never use a powered burnisher that has visible damage. Attach an out of service tag and report damage.</li> <li>• If using battery powered burnisher, turn off power to charger before disconnecting the battery or charging cable. Do not unplug the charger by pulling on charging cable, always unplug by grasping the plug. Check batteries are fully charged prior to use.</li> <li>• Turn the powered burnisher on to ensure that it is operating correctly. Turn off powered cleaning equipment again. Never use a powered cleaning equipment that is making unfamiliar sounds or not working as expected. Attach an out of service tag and report faulty powered burnisher.</li> </ul>
<p>Striping and polishing floors - Slips, Trips and Falls</p>	<ul style="list-style-type: none"> <li>• Always commence striping or polishing floors walking in a forward motion watching for obstacles in the path of the powered burnisher. If using electrically powered burnisher always walk away from the power point, trailing the power cord behind.</li> <li>• Always be aware of the lead and where possible plug cord in to power outlet in room you are cleaning. Never pull on the power cord if it becomes tight, walk back, and untangle cord.</li> <li>• At the completion of striping or polishing floors in one area, turn off power at the burnisher, turn off power at power point and remove power cord if electrically powered, from power point and move to the next area to be striped or polished.</li> </ul>
<p>Striping and polishing floors – Electrical Hazard</p>	<ul style="list-style-type: none"> <li>• Always be aware of where the power cord is and don't run over the cord with the burnisher. If contact is made with the power cord immediately stop using the equipment and disconnect from the power supply and check cord for damage. Never use powered cleaning equipment that has a damaged power cord or plug. Attach an out of service tag and report faulty powered burnisher.</li> </ul>

Striping and polishing floors – Manual Handling	<ul style="list-style-type: none"> <li>Strip and polish floors with good grip on the burnisher allowing the burnisher to do the work. Don't fight against the burnisher or bend or twist to strip or polish under objects, move them.</li> <li>Strip and polish floors in an upright position with straight back.</li> <li>Do not perform striping or polishing operation for extended periods without intervals of alternative tasks.</li> </ul>
Cleaning and Maintenance – Dust Hazard	<ul style="list-style-type: none"> <li>Remove dust bag, where fitted, after use outdoors away from all entry doors, vehicles traffic and People. Don't remove dust bag from vacuum until outside.</li> <li>Refer to operators manual for how to safely remove vacuum bag, where fitted.</li> </ul>
Charging Batteries – Electrical Hazard	<ul style="list-style-type: none"> <li>Before charging batteries check battery charger leads are in good condition with no broken cables or exposed insulation or wires. Do not use battery charges that have broken or damaged wires, leads or plugs.</li> <li>Check electrical test and tag on battery charger lead, has not expired. Don't use any electrical equipment that doesn't have a test tag or where the test date has expired.</li> <li>Insert battery charging lead in to powered cleaning equipment Only charger batteries with the charger lead supplied by the manufacturer.</li> <li>Ensure the batteries are charging correctly before leaving the batteries on charge. Report all faulty batteries or battery charges. Do not leave batteries on charge if charger or batteries are not charging correctly. Refer to operators manual for information on charging batteries.</li> </ul>
<b>3. Additional Information</b>	
<ul style="list-style-type: none"> <li>For Additional Information contact the HSE Team.</li> </ul>	
<b>4. Activity Risk Rating:</b>	Low (A2)