

SWMS Title:	Cleaning Toilets & Basins	Description of Task / Activity:	Cleaning, toilets and basins (children and adult areas)		
Partner Site:	All Partner Sites				
SWMS prepared by:	Gavin Reiske	Position:	Regional HSE Manager CIMS	Date:	09/06/2023
Authorisation:					
Authorised by:			Operational Business Unit Manager or Delegate		
			Date:		

Hierarchy of Control	Risk Matrix					
	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	

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 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"> Using headphones and in-ear listening devices is not permitted at any time whilst on site.
Preparation/Prestart - Slips, Trips and Falls	<ul style="list-style-type: none"> Cleaning in Progress/Wet floor signs to be displayed at entry to toilet being cleaned. Signs to remain in place until cleaning of that toilet is complete and floor is dry. Cleaners to wear non-slip shoes and only stand on floor while cleaning toilets Only cleaners who have been made aware of the hazards associated with cleaning of toilets are to carry out this task. Only damp cloths and mops to be used for cleaning. Ensure excessive water is not applied to surfaces at any time.
Preparation/Prestart - Cross contamination	<ul style="list-style-type: none"> Ensure the correct coloured (Refer to User Guides) cloth or mop is to be used for cleaning walls, basins, mirrors, pipe work, doors, partitions, soap dispensers, roll holders and hand dryers.
Preparation/Prestart - Exposure to Cleaning Chemical	<ul style="list-style-type: none"> Only cleaners who have been made aware of the hazards associated with cleaning chemicals to are to use cleaning chemicals. Refer to Safety Data Sheet (SDS) for details of chemical, exposure hazards, safe handling storage, and first aid before using cleaning chemicals. Wear Personal Protective Equipment (PPE) specified in SDS. Always wear rubber or non-latex gloves when handling cleaning chemicals and safety glasses when cleaning above shoulder height or preparing cleaning chemicals for use. Always mix cleaning chemicals using the Diversey system. 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. 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.
Cleaning Bodily Fluids - Exposure to Hazardous Substances	<ul style="list-style-type: none"> Always wear non-latex gloves and safety glasses when cleaning bodily fluids. Only cleaners who have been made aware of the hazards associated with cleaning up body fluids are permitted to clean them up. Always dispose of non-latex gloves and wash hands thoroughly after cleaning up bodily fluids.

<p>Completion - General</p>	<ul style="list-style-type: none"> • Check the work area and ensure all cleaning equipment have been returned to the cleaners room once complete.
<p>3. Additional Information</p>	
<ul style="list-style-type: none"> • For Additional Information contact the HSE Team. 	
<p>4. Activity Risk Rating:</p>	<p>Low (A2)</p>