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| Safe Work Instruction | Issue date: 15/02/08 |
| Cleaning Lifts | Review date: 31/12/10 |

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| Document no. SMS-06-SW-0929 | Work description Cleaning Lifts | | |
| | Scope Use at all RailCorp locations with lifts | | |
| Review date 31/12/10 | References <ul style="list-style-type: none"> • SMS-06-GD-0001 Guide to Manual Handling • Applicable Material Safety Data Sheets • OHS Regulation 2001 chapter 5 Plant • OHS Regulation 2001 chapter 6 Hazardous Substances • OHS Regulation 2001 clause 9 Employer to identify hazards • OHS Regulation 2001 clause 10 Employer to assess risks • OHS Regulation 2001 clause 11 Employer to eliminate or Control Risk • WorkCover Code of practice: Control of Workplace Hazardous Substances • WorkCover Code of practice: Storage of Enzymatic Detergent Powders and Liquids • SMS-06-PR-0173 Plant and Equipment Lock-Out / Tag-Out and Isolation | | |
| Responsible supervisor Line Manager | PPE and precautions <ul style="list-style-type: none"> • Rubber gloves • Goggles (Optional) • Mask (Optional) | Competencies or qualifications N/A | Licences or permits required N/A |

Tools and equipment required

Spray bottle, cleaning solution, wipes/ cloth, mop and bucket – signage (caution when wet)

IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO SMS-06-PR-0104 WORKPLACE RISK MANAGEMENT.

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| Prepare the Work area | Prepare the work area by: <ul style="list-style-type: none"> • Collect signage / barricades from storage location • Placing signage at the entrance to the lift area • Making a visual observation to ensure the lift is free of people. • Turning off the lift and isolate as per Plant and equipment Lock-out/Tag-out and Isolation procedures • Lift door are to remain open at all times whilst cleaning |
|  | Warning <i>Avoid cleaning lift during peak pedestrian times.</i> <i>Watch for pedestrians attempting to use the lift whilst being cleaned</i> |

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| Clean Lift | To clean the lift <ul style="list-style-type: none"> • Use the approved cleaning solution with wipes/ cloth to wipe surfaces until clean • Spray cleaning solution arms length away from surface being cleaned • Avoid breathing airborne particles, in windy conditions spray solution into wipes/cloths • Lightly mop the floor of the lift avoid using excessive amounts of water. • Take regular breaks to avoid cleaning/ bending for extended periods |
| Pack up work area | Pack up work area <ul style="list-style-type: none"> • Make sure that lift area internally and externally is dry and free of hazards • Remove all cleaning products and cleaning equipment from lift area • Return all cleaning items back to storage room |
| Return lift back to service | Returning lift back to service <ul style="list-style-type: none"> • Re-activate the lift • Turn the lift back on • Remove all signage / barricades from lift area and return to store room |

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| Additional controls |
| <ul style="list-style-type: none"> • Staff with specific special needs or restrictions should not undertake this task. • Take regular rest breaks and alternate duties to avoid repetitive strain. |