

Safe Work Instruction	Issue date: 09/07/10
<b>Cleaning (Wiping) Surfaces</b>	Review date: 04/05/13

<b>Document no.</b> SMS-06-SW-0784	<b>Work description</b> Cleaning (Wiping) various surfaces		
	<b>Scope</b> Wiping various surfaces to remove grime and dirt		
<b>Review date</b> 04/05/13	<b>References</b> <ul style="list-style-type: none"> <li>• <a href="#">SMS-06-GD-0001 Guide to Manual Handling</a></li> <li>• Applicable Material Safety Data Sheets</li> <li>• OHS Regulation 2001 clause 9 Employer to identify hazards</li> <li>• OHS Regulation 2001 clause 10 Employer to assess risks</li> <li>• OHS Regulation 2001 clause 11 Employer to eliminate or Control Risk</li> <li>• OHS Regulation 2001 chapter 6 Hazardous Substances</li> <li>• WorkCover Code of practice: Control of Workplace Hazardous Substances</li> <li>• WorkCover Code of practice: Storage of Enzymatic Detergent Powders and Liquids</li> <li>• Manual Handling Risk Assessment – Cleaning (Wiping) Surfaces 29 July 2007</li> </ul>		
<b>Responsible supervisor</b>	<b>PPE and precautions</b>	<b>Competencies or qualifications</b>	<b>Licences or permits required</b>
Line Manager	<ul style="list-style-type: none"> <li>• Rubber gloves</li> </ul>	N/A	N/A
<b>Tools and equipment required</b>			
Cleaning solution, cleaning cloth, plastic bucket			
<ul style="list-style-type: none"> <li>• <a href="#">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.</a></li> </ul>			

### Warning

Be aware of biological hazards at all times. Make sure all PPE is in satisfactory condition and worn correctly.



Be aware of potential electrical hazards when cleaning near electrical equipment (e.g. computers, fridges, BOM machines, toasters etc.)

Be aware of sharps that could be hidden in areas out of sight (e.g. on top of high ledges, on top of TVM's, between seat slats / under benches, inside telephone cabinets, hand basin drains, dispensers etc )

Do not wipe surfaces that cannot be clearly seen

<b>Preparing work area</b>	To prepare the work area: <ul style="list-style-type: none"> <li>• collect cleaning equipment from storage room</li> <li>• dust area and remove rubbish</li> </ul>
<b>Cleaning the surface</b>	To clean the surface: <ul style="list-style-type: none"> <li>• Apply cleaning solution on the surface</li> </ul> <p><b>Option 1 – Spray and wipe</b></p> <ul style="list-style-type: none"> <li>• Spray cleaning solution a palm's length away from surface being cleaned, avoid breathing airborne particles, stand upwind or spray into wiper if task is conducted in windy conditions.</li> <li>• In high traffic areas or close to other persons, spray the cleaning solution onto wiper.</li> <li>• Do not overreach or stretch. Use a safety step to access high areas. Bend knees and keep back straight when accessing low areas</li> <li>• Wipe until the surface is clean, dry and free of streaks</li> </ul> <p><b>Option 2 – Diluted cleaning solution with a bucket and wipe</b></p> <ul style="list-style-type: none"> <li>• To prevent airborne particles, the cleaning solution can be prepared in a bucket and wet the wiper in the solution. Wring out the excess solution prior to wiping the surface.</li> <li>• Do not apply cleaning solution onto electrical components or directly into buttons / slots.</li> <li>• Wipe until the surface is clean, dry and free of streaks</li> </ul>
<b>Additional Equipment</b>	A safety step can be used to clean high areas: <ul style="list-style-type: none"> <li>• In high traffic areas a second employee can be utilised to guard the employee completing the task</li> <li>• Extendable barricades should be used to protect the work area</li> </ul>
<b>Packing up work area</b>	To pack up the work area: <ul style="list-style-type: none"> <li>• wipe any excess water residue (if applicable)</li> <li>• remove any waste</li> </ul>