

Safe Work Instruction	Issue date: 20/09/10
Spot Cleaning	Review date: 20/09/13

Document no. SMS-06-SW-0500	Work description Removing sticker/gum residue, scuffs and stains from floors, walls, windows and backs of seats		
	Scope Interior of carriages and crew compartments		
Review date 20/09/13	References <ul style="list-style-type: none"> • OHS Act 2000 section 8 (1,2) 20 (1,2) 21 • SMS-06-GD-0001 Guide to Manual Handling • SMS-06-SW-0487 Entering Trains from Ballast • SMS-06-SW-0488 Climbing out of Trains onto the Ballast • SMS-12-01-0886 Red Flagging Trains in Stabling Yards, Depots or Maintenance Centres • Relevant up-to-date MSDS 		
	Responsible supervisor <i>Insert name in BLOCK letters</i>		
Supervisor/Team Leader	PPE and precautions <ul style="list-style-type: none"> • High visibility vest • Safety Footwear • Red flag • Personal Identity Card (PId) • Rubber gloves • Goggles • Respirator 	Competencies or qualifications Induction On-the-Job Training Track and Electrical Safety Awareness or RISI	Licences or permits required N/A
Tools and equipment required			
Rags, bucket with mixture of water and detergent, solvent cleaner, scraper, steel wool, scourer.			
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.			

	Warning Before starting work on the train Employees must clip their discipline's RED flag to the blind in the Driver's window at the leading end with the clips provided. Employees intending to work on a rail vehicle consist must attach their identification (PId card) to their discipline's RED flag displayed in the Driver's window at the leading end. Look out for trains moving into and around the work area.
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Preparation	<ul style="list-style-type: none"> • Collect cleaning equipment from store. • Proceed to train. • Place your red flag in the driver's compartment.
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	Warning <ul style="list-style-type: none"> • Be aware of the danger of introducing liquids into electrical connections • Graffiti rags are not to be used for spot cleaning • Do not stand on seat arm-rests when cleaning • Do not dispose of waste water in toilets
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Spot cleaning	<ul style="list-style-type: none"> • Pour solvent / chemical onto a dry rag/steel wool. • Apply solvent / chemical to marks, stains or residue. • Allow time for the chemical to work. • Agitate and wipe off with a damp rag. • If necessary, use a scraper to remove chewing gum or stickers and then repeat the steps above to remove the residue. • Clean up any spills. • Place used rags into the dirty rag bin to be washed and re-cycled. • Dispose of water/detergent mixture in waste-water drain – if there is no waste-water drain pour into a slop sink.
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Clean up	<ul style="list-style-type: none"> • Remove your red flag from the driver's compartment • Return cleaning equipment to store
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Additional controls	
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