



Safe Work Instruction	Issue date: 20/09/10
Cleaning Crew Compartment External Windows	Review date: 20/09/13


Document no.	Work description		
SMS-06-SW-0486	Cleaning windows		
	Scope		
	Crew compartment external windows		
Review date	Reference		
20/09/13	<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-12-01-0886 Red Flagging Trains in Stabling Yards, Depots or Maintenance Centres. SMS-06-SW-0492 Diluting Cleaning Chemicals SMS-06-SW-0487 Entering Trains from Ballast SMS-06-SW-0488 Climbing out of Trains onto Ballast Relevant up-to-date MSDS 		
Responsible supervisor <i>Insert name in BLOCK letters</i>	PPE and precautions	Competencies or qualifications	Licences or permits required
Supervisor/Team Leader	<ul style="list-style-type: none"> Red flag Personal Identity Card (PID) High visibility vest Safety Footwear Rubber gloves Goggles 	Induction On-the-Job Training Track Safety & Electrical Safety Awareness or RISI	N/A
Tools and equipment required			
Extendable pole with broom and squeegee, maxi-bucket, rags, chemicals			
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 <i>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.</i> <i>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.</i>
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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"> Look out for trains moving into and around the work area.
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Cleaning external windows	<ul style="list-style-type: none"> Mix chemical and water in maxi-bucket. Adjust extendable pole to the require length. Dip brush end of pole into mixture. Apply to one window and agitate. Reverse pole and use squeegee end to remove excess mixture from the window. Use rag to dry squeegee after every stroke. Repeat washing and squeegeeing process for each window.
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	Warning <ul style="list-style-type: none"> Make sure that equipment does not touch overhead electrical wires.
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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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