

Safe Work Instruction	Issue date: 09/07/10
Sweeping Floor Surfaces / Various	Review date: 04/05/13

Document no.	Work description
SMS-06-SW-0800	Sweeping Floor Surfaces / Various
	Scope Applies to all floor surfaces on RailCorp stations
Review date	References
04/05/13	<ul style="list-style-type: none"> • SMS-06-GD-0001 Guide to Manual Handling • 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 • Manual Handling Risk Assessment – Sweeping Floor Surfaces / Various 29 July 2007

Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
Line Manager/s	Rubber gloves Goggles (Optional)	N/A	N/A

Tools and equipment required
Broom, Scoop, 55 litre bin / or wheelie bin, tongs (optional)
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.

General	<p>Use of a broom and scoop to sweep floor surfaces is an activity undertaken by station staff to clear floor surface areas of debris, rubbish items.</p> <p>Be mindful of any slippery and uneven surfaces including trip hazards when undertaking this task.</p>
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Preparation	<ul style="list-style-type: none"> • Collect cleaning materials from store • Ensure the broom and scoop is in good condition, free of debris caught in broom bristles and of good repair • Identify area to be swept clean and ensure there are no visible hazards such as: <ul style="list-style-type: none"> - Uneven floor surfaces - Poor lighting - Crowding or substantial passenger flows - High wind, particularly if strong enough to cause garbage / debris to become airborne • Take appropriate action to mitigate the above hazards
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Sweeping	<ul style="list-style-type: none"> • Identify area to be cleaned. • If station has public bins, regularly empty scoop into bins • If station does not have public bins, position a wheelie bin within the immediate work area and regularly empty scoop. • For areas that can not access a wheelie bin (e.g. platforms accessible only by stairs) use of a 55 litre bin is required instead of a wheelie bin. • Tongs can be used to pick up rubbish (e.g. papers or rubbish in difficult to reach areas). A plastic garbage bag can be used to temporarily place the rubbish until disposed of.
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Controls
<ul style="list-style-type: none"> • Do not walk backwards whilst sweeping • Do not fill scoop with heavy items eg: bottles • Do not attempt to remove oversized objects with scoop • Do not stand over the yellow line when sweeping platforms • When sweeping stairs do not sweep whilst walking, always stop, ensure footing is stable and then sweep debris / garbage into scoop • Do not overreach or stretch to access rubbish. Move within each section to be swept • When sweeping stairs commence sweeping from the bottom and make your way up. • Avoid sweeping in crowded areas where the likelihood of collision with others is high • Avoid sweeping in areas of poor visibility • Avoid sweeping for long periods at a time, vary with other tasks

Warning

Do not take wheelie bins up and down stairs.



Do not carry plastic garbage bag to empty the scoop instead of wheelie bin or 55 litre bin. Only use plastic bag for collecting rubbish when using tongs.

Do not use heavy scoops – scoop must be lightweight to avoid manual handling strain