



Safe Work Instruction	Issue date: 09/07/10
Using a floor scrubbing machine	Review date: 04/05/13

Document no.	Work description		
SMS-06-SW-0524	Cleaning floor surfaces using scrub machines		
	Scope		
	Applies to all floor surfaces that are cleaned with scrub machines		
Review date	References		
04/05/13	<ul style="list-style-type: none"> • OHS Regulation 2001 clause 64 & 80 • SMS-06-SW-0274 SWI Electrical Equipment Selection, Inspection and Testing • SMS-06-GD-0001 Guide to Manual Handling • SMS-16-FM-0427 Scrubbing Machine Pre-work Checklist • Operator's manual • 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 • Manual Handling Risk Assessment – Using a Floor Scrubbing machine 29 July 2007 • Network Rules and Procedures 		
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
Line Manager	<ul style="list-style-type: none"> • Rubber gloves (when handling cleaning solution) • Safety Glasses 	<ul style="list-style-type: none"> • Induction • Specific scrubbing machine training 	N/A
Tools and equipment required			
1. Scrub machine, 2. Scrub machine battery charger, 3. Tap key, 4. Hose, 5. Expandable barricade, 6. Caution signs.			
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 .			

Engineering controls	<p>Minimum engineering controls required for use of scrub machines on stations are;</p> <ul style="list-style-type: none"> • Brake override which mechanically applies a braking mechanism as the operator releases the machine hand controls. • Locked speed setting (forward drive) • Locked in a lower speed setting for reverse drive.
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Pre-work requirements before using scrub machine	<ol style="list-style-type: none"> 1. Make sure safe working & risk prevention requirements have been applied prior to carrying out work. 2. Isolate area to be cleaned. 3. Turn off power from charger. 4. Disconnect machine from charger. 5. Do a visual operator safety check including, battery charge level, braking and manoeuvrability. 6. Complete the Scrubbing Machine Pre-work Checklist. 7. Advise supervisor if machine fails checklist, and do not proceed. 8. Make sure there are no uncontrolled hazards and create a clear path to safely manoeuvre the machine in and out of the storeroom. 9. Negotiate the machine out of the store room slowly and refer to the no go zone areas for the predetermined exit and entry routes. 10. Refer to the no go zone map and familiarise. 11. Fill solution tank with water then add the correct amount of cleaning fluid as per cleaning solution chart. 12. Set water level output to required level and commence scrubbing.
	 <p>Note <i>Use of scrub machine must not commence until the above requirements are in place. Every work location must display a chart indicating “No Go Zone areas”</i></p>

Pre-work requirements before using scrub machine on platforms	<ol style="list-style-type: none"> 1. The Station / Duty Manager or suitably qualified employee must make sure that all protection arrangements are in place prior to the commencement of the activity. 2. The controlling signaller must be contacted to arrange for the protecting signals to be placed at stop with blocking facilities applied. 3. An entry must be made in the Train Register Book/Station Diary (or other recording system) of all arrangements made. 4. Only the authorised employee requesting the site protection arrangements has the authority to advise the controlling signaller when they are no longer required. 5. Prior to the authorised employee requesting the cancellation of the site protection arrangements, all employees must be clear of the danger zone.
	 <p>Note <i>Use of scrub machine on platforms must not commence until the above requirements are in place and after train services on the applicable platform have ceased.</i></p>

Using the scrub machine	<ol style="list-style-type: none"> 1. Sweep the identified area for cleaning in order to remove any debris / litter, this is to make sure the machine vacuum does not become clogged with foreign objects 2. Machine area by travelling in a forward oval motion, starting from the outside and moving inwards. 3. Make sure scrubbing machine is kept within the no go zone areas and clear of building perimeters and other fixtures. 4. Avoid going close to fixed obstacles e.g. seats, tactiles, posts, vending machines etc. – approximately 30 cm clearance should be allowed. 5. Guide the machine rather than pushing it. 6. Allow sufficient space to guide the machine around corners without twisting back. 7. Stop and release “dead-man” lever every 15 minutes for about 1 minute to rest. Open and close your hands during this time to relax your hands. 8. When water recovery tank is full transport the machine back to the approved EPA waste discharge outlet and release the dirty water. 9. Dry mop any areas where excess water has not been captured by machine squeegee
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At completion of cleaning	<ol style="list-style-type: none"> 1. Rinse recovery tank, all trapped debris from the squeegee tray and suction hose by hosing with clean water (take care not to hose water directly onto machine batteries). 2. Connect the machine onto the charger. 3. Return all cleaning resources and PPE to the designated storage area. 4. Make sure employee requesting protection requirements contacts the signaller and advises of completion of work and that it is safe to remove site protection arrangements. 5. An entry must be made in the Train Register Book/Station Diary (or other recording system) of all arrangements made.
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Cautions

Machine "No Go Zones" must be identified and clearly indicated on a chart which is clearly displayed where the machine is stored.

"No Go Zones" are areas such as, but not limited to;



- Over the yellow safety line on platforms
- Within two metres of the top of any staircase
- Within two metres of the landing plates at the top and bottom of escalators
- Within two metres of lift doors
- Narrow areas of less than five metres in width
- High pedestrian areas during peak or congested periods
- Dark or poorly lit areas
- Steep inclines or Ramps

Controls

- Steer machine away from platform edge and steer into centre of platform when turning.
- Do not use Scrub Machine over the tactiles and over the yellow line.
- Stay inside the yellow line & clear of building perimeters and other fixtures.
- Do not steer machine to within 2 metres of stairs leading in a downward direction and lifts.
- Do not leave machine unattended.
- Do not use machines on platforms whilst trains or any type of track vehicles are operating.
- Barricade entrances to platforms before machining.
- Do not machine in confined spaces or narrow parts of platforms.
- Display operating instructions within each store room.
- Do not use machine in the "No Go Zone". Refer to local area map.
- Staff with special needs or on certain restrictions should not undertake this task.