


Safe Work Instruction		Issue date: 15/02/08	
Cleaning Lifts		Review date: 31/12/10	

Document no.	Work description		
SMS-06-SW-0929	Cleaning Lifts		
	Scope		
	Use at all RailCorp locations with lifts		
Review date	References		
31/12/10	<ul style="list-style-type: none"> • SMS-06-GD-0001 Guide to Manual Handling • 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 • SMS-06-PR-0173 Plant and Equipment Lock-Out / Tag-Out and Isolation 		
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
Line Manager	<ul style="list-style-type: none"> • Rubber gloves • Goggles (Optional) • Mask (Optional) 	N/A	N/A
Tools and equipment required			
Spray bottle, cleaning solution, wipes/ cloth, mop and bucket – signage (caution when wet)			
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 .			
Prepare the Work area	Prepare the work area by: <ul style="list-style-type: none"> • Collect signage / barricades from storage location • Placing signage at the entrance to the lift area • Making a visual observation to ensure the lift is free of people. • Turning of the lift and isolate as per Plant and equipment Lock-out/Tag-out and Isolation procedures • Lift door are to remain open at all times whilst cleaning 		
	Warning Avoid cleaning lift during peak pedestrian times. Watch for pedestrians attempting to use the lift whilst being cleaned		
Clean Lift	To clean the lift <ul style="list-style-type: none"> • Use the approved cleaning solution with wipes/ cloth to wipe surfaces until clean • Spray cleaning solution arms length away from surface being cleaned • Avoid breathing airborne particles, in windy conditions spray solution into wipes/cloths • Lightly mop the floor of the lift avoid using excessive amounts of water. • Take regular breaks to avoid cleaning/ bending for extended periods 		
Pack up work area	Pack up work area <ul style="list-style-type: none"> • Make sure that lift area internally and externally is dry and free of hazards • Remove all cleaning products and cleaning equipment from lift area • Return all cleaning items back to storage room 		
Return lift back to service	Returning lift back to service <ul style="list-style-type: none"> • Re-activate the lift • Turn the lift back on • Remove all signage / barricades from lift area and return to store room 		
Additional controls			
<ul style="list-style-type: none"> • Staff with specific special needs or restrictions should not undertake this task. • Take regular rest breaks and alternate duties to avoid repetitive strain. 			