

Safe Work Instruction	Issue date: 19/12/08
Using a Cleaning Trolley	Review date: 19/12/11

Document no.	Work description Using a cleaning trolley		
SMS-06-SW-0425	Scope Transport goods and equipment on stations		
Review date	References		
19/12/11	<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 – Using a Cleaning Trolley 31 July 2007 		
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
Line Manager	<ul style="list-style-type: none"> Impervious Gloves (Rubber) 	N/A	N/A
Tools and equipment required			
Cleaning trolley, cleaning tools and products			
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

Do not use trolleys without a braking mechanism

Do not leave trolley unattended (work within 5 metres of trolley)

Do not leave trolley within 5 metres of stairs, escalators


Do not leave trolley within 2 metres of the yellow line.

Do not leave equipment and chemicals unattended

Do not overload the trolley with equipment and waste (refer to the technical specifications of the individual trolley to determine safe weight load)

If using cleaning chemicals/bucket place them on lower deck of cleaning trolley or no higher than chest height



Preparing the trolley	Check the cleaning trolley is in a good working order which includes: <ul style="list-style-type: none">• Wheels are in working condition• Brakes are working <p><i>(refer to the technical specifications of the individual trolley)</i></p>		
Using the trolley	Wear the appropriate PPE Obtain tools and equipment to be used for cleaning and place them in the cleaning trolley Transport cleaning trolley to the location where cleaning is required Make sure the trolley is in a safe zone and apply the brakes If necessary , barricade the area, eg to prevent access to a slip hazard		
		Note <i>Do not transport trolley on stairs, escalators or steep ramps</i>	
Packing up	Return the trolley to the store room Remove all cleaning tools and products Remove all rubbish and clean the trolley Store the trolley in a safe location		
Additional controls			
<ul style="list-style-type: none">• Staff with specific special needs or restrictions should not undertake this task.			