

Safe Work Instruction	Issue date: 20/09/10
Cleaning Carriages in Transit (Rover Cleaning)	Review date: 20/09/13


Document no. SMS-06-SW-0622	Work description Cleaning carriages while a train is in transit.
	Scope Applies to all Rover Cleaners
Review date 20/09/13	References <ul style="list-style-type: none"> • OHS Regulation 2001 clause 81 & 341 • SMS-06-GD-0001 Guide to Manual Handling • SMS-06-SW-0499 Responding to a Train Movement During Maintenance • SMS-06-SW-0506 Cleaning up Bodily Fluids on Trains • SMS-06-SW-0507 Cleaning up Vomit on Trains • SMS-06-SW-0405 Handling Sharps • SMS-06-SW-0498 Removing Rubbish Pre-train Clean

Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
Presentation Services Coordinator CBD	<ul style="list-style-type: none"> • High visibility vests • Safety footwear • Rubber gloves 	<ul style="list-style-type: none"> • Induction • On-the-job training • Track and Electrical Safety Awareness or • Rail Industry Safety Instruction (RISI) 	Nil

Tools and equipment required

Sharps container, tongs, garbage bags, pen, note pad.

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 <ul style="list-style-type: none"> • Beware of syringes and sharp objects • Mind the gap when entering the train • Handle broken glass with care • Beware! Chains between carriages may be missing or detached
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Preparation	Collect: <ul style="list-style-type: none"> • cleaning equipment from the store • daily roster from your Supervisor
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Procedure	<ul style="list-style-type: none"> • Wear the correct Personal Protective Equipment (PPE). • As the train arrives, get the run number from the Guard. • Record the run number on your note pad. • Step into the vestibule and wait for the passengers to be seated. • Maintain three (3) point contact when necessary while the train is in motion • Use the tongs to collect rubbish from the seats and floor. • Place all rubbish in the garbage bag. • Allow passengers to move on and off the train without obstructing them. • Do not proceed to the next carriage without your partner • Make sure that the manually operated carriage end doors close behind you as you move between carriages.
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Reporting	Report: <ul style="list-style-type: none"> • any unsafe condition to the Guard and note down the car number • spills, vomit, blood, excreta or graffiti to your Supervisor or a Station Master (use vomit clean up kit when necessary)
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Clean up	<ul style="list-style-type: none"> • Put all rubbish in the industrial waste bins. • Do not decant sharps containers • Dispose of used sharps containers and contents as bio-hazard waste. • Wash your hands thoroughly. 	
Additional controls		