



Safe Work Instruction	Issue date: 20/09/10
<b>Damp Wiping</b>	Review date: 20/09/13

<b>Document no.</b>	<b>Work description</b>		
SMS-06-SW-0490	Cleaning any interior surface using a damp cloth		
	<b>Scope</b>		
	Applies to passenger carriages and crew compartment interiors		
<b>Review date</b>	<b>References</b>		
20/09/13	<ul style="list-style-type: none"> <li><a href="#">OHS Act 2000 section 8 (1,2) 20 (1,2) 21</a></li> <li><a href="#">SMS-06-GD-0001 Guide to Manual Handling</a></li> <li><a href="#">SMS-06-SW-0487 Entering Trains from Ballast</a></li> <li><a href="#">SMS-06-SW-0488 Climbing out of Trains onto Ballast</a></li> <li><a href="#">SMS-12-OI-0886 Red Flagging Trains in Stabling Yards, Depots or Maintenance Centres</a></li> <li><a href="#">SMS-06-SW-0492 Diluting Cleaning Chemicals</a></li> <li>Relevant up-to-date MSDS</li> </ul>		
<b>Responsible supervisor</b> <i>Insert name in BLOCK letters</i>	<b>PPE and precautions</b>	<b>Competencies or qualifications</b>	<b>Licences or permits required</b>
Supervisor/Team Leader	<ul style="list-style-type: none"> <li>Red flag</li> <li>Personal Identity Card (PID)</li> <li>High visibility vest</li> <li>Safety Footwear</li> <li>Goggles</li> <li>Rubber gloves</li> </ul>	Induction On-the-Job Training Track and Electrical Safety Awareness or RISI	N/A
<b>Tools and equipment required</b>			
Rags, bucket with mixture of water and detergent			
IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO <a href="#">SMS-06-PR-0104 WORKPLACE RISK MANAGEMENT</a> .			

	<b>Warning</b> <i>Look out for trains moving into and around the work area.</i>
--	--

<b>General</b>	Damp wiping is used to remove surface grime and dirt from all interior parts of a carriage. This task is to be undertaken only after all rubbish has been removed. Refer to Material Safety Data Sheet Register to establish the detergent to be used.
----------------	---

	<b>Warning</b> <i>Before starting work on the train Employees must clip their discipline's RED flag to the blind in the Driver's window at the leading end with the clips provided.</i> <i>Employees intending to work on a rail vehicle consist must attach their identification (PID card) to their discipline's RED flag displayed in the Driver's window at the leading end.</i>
---	--

<b>Preparation</b>	<ul style="list-style-type: none"> <li>Collect cleaning equipment from store.</li> <li>Proceed to train.</li> <li>Place the bucket on the ground and half fill it with cold water.</li> <li>Add the detergent.</li> <li>Lift the bucket into the train.</li> <li>Enter train.</li> <li>Place your red flag in the driver's compartment.</li> </ul>
--------------------	--

<b>Damp wiping</b>	<ul style="list-style-type: none"> <li>Place rag in bucket.</li> <li>Wring out excess water.</li> <li>Damp wipe dirt and dust off all surfaces specified in cleaning routines.</li> <li>Use two rags, one to wash one to dry.</li> <li>Make sure that you get into corners and edges.</li> <li>Rinse damp rag in water and detergent mixture as necessary.</li> <li>Alternate use of hands when damp wiping.</li> <li>Squat, kneel or sit (where possible) rather than bending and twisting your lower back.</li> <li>Change water/detergent mixture as necessary.</li> <li>Use long handled brush to wipe down ceilings.</li> <li>When cleaning is finished close doors and windows to prevent dust settling on clean surfaces.</li> </ul>
--------------------	---

Safe Work Instruction	Issue date: 20/09/10
<b>Damp Wiping</b>	Review date: 20/09/13



#### **Warnings**

- *Use small amounts of water around electrical cabinets and appliances.*
- *Be aware of handrails in the vestibule when rising.*
- *Do not stand on seat armrests – you may fall or break the armrest.*
- *Do not rub or wipe too hard if this is unnecessary.*
- *Do not work behind yourself when wiping above head height.*
- *Do not reach beyond an arm's length.*
- *Do not try to wipe door glass while doors are open.*
- *Do not throw wastewater into toilets as this is unhygienic.*

#### **Clean up**

- When you have finished with the water/detergent mixture tip it into a wastewater drain. If there are no special drains, pour into a slop sink.
- Remove your red flag from the driver's compartment.
- Put all dirty rags into the dirty rag bin to be washed and re-cycled.
- Return cleaning materials to store.

#### **Additional controls**