

Safe Work Instruction	Issue date: 20/09/10
Spot Cleaning	Review date: 20/09/13


Document no. SMS-06-SW-0500	Work description Removing sticker/gum residue, scuffs and stains from floors, walls, windows and backs of seats
	Scope Interior of carriages and crew compartments
Review date 20/09/13	References <ul style="list-style-type: none"> • OHS Act 2000 section 8 (1,2) 20 (1,2) 21 • SMS-06-GD-0001 Guide to Manual Handling • SMS-06-SW-0487 Entering Trains from Ballast • SMS-06-SW-0488 Climbing out of Trains onto the Ballast • SMS-12-01-0886 Red Flagging Trains in Stabling Yards, Depots or Maintenance Centres • Relevant up-to-date MSDS

Responsible supervisor <i>Insert name in BLOCK letters</i>	PPE and precautions	Competencies or qualifications	Licences or permits required
Supervisor/Team Leader	<ul style="list-style-type: none"> • High visibility vest • Safety Footwear • Red flag • Personal Identity Card (PID) • Rubber gloves • Goggles • Respirator 	Induction On-the-Job Training Track and Electrical Safety Awareness or RISI	N/A


Tools and equipment required

Rags, bucket with mixture of water and detergent, solvent cleaner, scraper, steel wool, scourer.

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 <p>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.</p> <p>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.</p> <p>Look out for trains moving into and around the work area.</p>
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Preparation	<ul style="list-style-type: none"> • Collect cleaning equipment from store. • Proceed to train. • Place your red flag in the driver's compartment.
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	Warning <ul style="list-style-type: none"> • Be aware of the danger of introducing liquids into electrical connections • Graffiti rags are not to be used for spot cleaning • Do not stand on seat arm-rests when cleaning • Do not dispose of waste water in toilets
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Spot cleaning	<ul style="list-style-type: none"> • Pour solvent / chemical onto a dry rag/steel wool. • Apply solvent / chemical to marks, stains or residue. • Allow time for the chemical to work. • Agitate and wipe off with a damp rag. • If necessary, use a scraper to remove chewing gum or stickers and then repeat the steps above to remove the residue. • Clean up any spills. • Place used rags into the dirty rag bin to be washed and re-cycled. • Dispose of water/detergent mixture in waste-water drain – if there is no waste-water drain pour into a slop sink.
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Clean up	<ul style="list-style-type: none"> • Remove your red flag from the driver's compartment • Return cleaning equipment to store
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Additional controls	
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