

Safe Work Instruction	Issue date: 09/07/10
<b>Cleaning Escalators</b>	Review date: 04/05/13

<b>Document no.</b>	<b>Work description</b>		
SMS-06-SW-0452	Cleaning of escalators		
	<b>Scope</b>		
	Cleaning tops, sides, risers and handrails of escalators		
<b>Review date</b>	<b>References</b>		
04/05/13	<ul style="list-style-type: none"> <li>• <a href="#">SMS-06-GD-0001 Guide to Manual Handling</a></li> <li>• Applicable Material Safety Data Sheets</li> <li>• OHS Regulation 2001 chapter 5 Plant</li> <li>• OHS Regulation 2001 chapter 6 Hazardous Substances</li> <li>• OHS Regulation 2001 clause 9 Employer to identify hazards</li> <li>• OHS Regulation 2001 clause 10 Employer to assess risks</li> <li>• OHS Regulation 2001 clause 11 Employer to eliminate or Control Risk</li> <li>• WorkCover Code of practice: Control of Workplace Hazardous Substances</li> <li>• WorkCover Code of practice: Storage of Enzymatic Detergent Powders and Liquids</li> <li>• Manual Handling Risk Assessment – Cleaning of Escalators 29 July 2007</li> </ul>		
<b>Responsible supervisor</b>	<b>PPE and precautions</b>	<b>Competencies or qualifications</b>	<b>Licences or permits required</b>
Line Manager	<ul style="list-style-type: none"> <li>• Rubber gloves</li> <li>• Inners (optional)</li> <li>• Safety Goggles (optional)</li> </ul>	N/A	N/A
<b>Tools and equipment required</b>			
Danger / No thoroughfare Barricades, Extendable Barricades, Squeeze Mop, Cleaning Bucket , Cleaning Cloth			
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> .			


### Warning



The escalator must be turned off and barricaded prior to commencing work

When cleaning the escalator, commence cleaning from the bottom and continue cleaning upwards. Under no circumstances clean downwards.

To prevent the barricades from falling or being pushed down the escalators, you must ensure the barricade is fully extended across the escalator. Alternatively use an extendable barricade behind the Danger / No thoroughfare barricade.

<b>Turning off escalators</b>		<b>Note</b> <i>Should an incident / accident occur on the escalator, the escalator must be turned off and barricaded and not restarted until inspected and approval given by an escalator engineer or representative</i> <i>Clean one escalator at a time. Ensure at least one escalator is always set in the “up direction” for persons with needs.</i>
<ul style="list-style-type: none"> <li>• Collect escalator key, Personal Protective Equipment, prepare the Danger No Thoroughfare Signs and extendable barricades for the top and bottom ends of the escalator</li> <li>• Visually inspect the direction of the escalator and crowd situation to minimise inconvenience before you barricade the escalator</li> <li>• Place the Danger, No Thoroughfare sign at the approach end of the escalator first.</li> <li>• Travel on the escalator to the exit end of the escalator, ensure no persons are on the escalator, then place the Danger, No Thoroughfare sign on the exit end</li> <li>• After careful lookout and only after ensuring there are no persons on or near the escalator, turn off the escalator using the key switch on/off</li> <li>• If possible, a second employee can be utilised to assist with the process and act as a lookout.</li> </ul>		

<b>Cleaning escalator tops, sides and handrails</b>	<b>Option 1</b> <ul style="list-style-type: none"> <li>• Obtain cleaning cloth and prepare cleaning solution in a bucket.</li> <li>• Commence cleaning from the bottom of the escalator and continue cleaning upwards.</li> <li>• Wet the wiper in the solution, rinse and squeeze the excess solution off</li> <li>• Ensure no solution is dripping</li> <li>• Wipe the surface and ensure the surface is free from dirt or streaks</li> <li>• Do not overreach or stretch whilst wiping tops and sides of escalators. Move closer to the section cleaned. Bend knees and hips to reach low areas. Do not stretch.</li> <li>• While wiping the surface ensure you hold onto the escalator with one hand</li> </ul>
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	<b>Option 2</b> <ul style="list-style-type: none"> <li>Obtain spray cleaning solution and cleaning cloth.</li> <li>Commence cleaning from the bottom of the escalator and continue cleaning upwards.</li> <li>Spray cleaning cloth with cleaning solution. Spray cleaning solution a palm's length away.</li> <li>To avoid breathing airborne particles, stand up wind or spray into cleaning cloth if the task is conducted in windy conditions</li> <li>Wipe the surface and ensure the surface is free from dirt or streaks</li> <li>Do not overreach or stretch whilst wiping tops and sides of escalators. Move closer to the section cleaned. Bend knees and hips to reach low areas. Do not stretch.</li> <li>While wiping the surface ensure you hold onto the escalator with one hand</li> </ul>
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<b>Cleaning escalator risers</b>	<ul style="list-style-type: none"> <li>Obtain squeeze mop and prepare cleaning solution in a bucket.</li> <li>Dip the squeeze mop in bucket then squeeze the excess solution off. Ensure the bucket with solution is always placed on a step in front of you.</li> <li>Commence cleaning from the bottom of the escalator and continue cleaning upwards.</li> <li>Scrub the riser with an up and down motion until the surface is clean</li> <li>Avoid over reaching. Use whole body movement. Bend at knees and hips while cleaning risers</li> <li>Replenish dirty water after cleaning one third of the risers or as required.</li> <li>When the risers have been cleaned from the base of the escalator to the top, walk back down to the base of the escalator.</li> <li>Place a small piece of wet paper on the rubber handrail, turn on the escalator in the up direction and watch for the piece of paper until it reaches the top of the escalator. Then turn of the escalator and commence the cleaning cycle again.</li> </ul>
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<b>Turning on escalator</b>	<ul style="list-style-type: none"> <li>Only after ensuring there are no persons on or near the escalator, turn on the escalator using the key switch on/off.</li> <li>Remove the barricades from the exit end first, then remove the barricade from the approaching end</li> </ul>
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<b>Additional controls</b>	
	<ul style="list-style-type: none"> <li>Staff with specific special needs or restrictions should not undertake this task.</li> <li>Take regular rest breaks and alternate duties to avoid repetitive strain.</li> </ul>