

Safe Work Instruction	Issue date: 15/10/07
Mopping Floor Surfaces	Review date: 05/08/10

Document no.	Work description		
SMS-06-SW-0794	Mopping of floor surfaces (with the exception of carpeted areas)		
	Scope Applies to mopping of floors		
Review date	References		
05/08/10	<ul style="list-style-type: none"> • SMS-06-GD-0001 Guide to Manual Handling • Applicable Material Safety Data Sheets • OHS Regulation 2001 chapter 6 Hazardous Substances • 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 • WorkCover Code of practice: Control of Workplace Hazardous Substances • WorkCover Code of practice: Storage of Enzymatic Detergent Powders and Liquids • Manual Handling Risk Assessment – Mopping Floor Surfaces , 3 August 2007 		
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
Line Manager	<ul style="list-style-type: none"> • Rubber gloves • High Visibility vest (on platforms or near danger zone) 	N/A	N/A
Tools and equipment required			
Mop, wringer bucket, slippery when wet warning signage and extendable barricades when required			
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



The equipment must remain within 5 meters of the worker at all times. In crowded or busy areas you must barricade the area and the equipment must remain within that area.

Ensure the slippery when wet signage is always displayed prior to commencing work

When mopping stairs or ramps, commence mopping from the bottom and continue mopping upwards. Do not mop downwards.

General	Mopping is used to remove grime and dirt from floors This task is to be undertaken only after all rubbish has been removed. Refer to Material Safety Data Sheet to establish the amount of detergent to be used – do not use excessive detergent, particularly on tiled surfaces, to prevent slip hazards
Preparation	<ul style="list-style-type: none"> • Collect cleaning materials from store room • Check the following: <ul style="list-style-type: none"> ▪ the mop head is attached to the handle with a tack or screw ▪ the handle is a comfortable length and doesn't have any splinters ▪ the bucket castors and rollers are free-spinning ▪ the bucket pedals, springs and handle are secure ▪ the mop head is clean. • Place the bucket on the ground and half fill it with water. • Add the detergent.
Mopping	<ul style="list-style-type: none"> • Put the mop in the bucket and agitate the mop head gently. <p>For wet mopping:</p> <ul style="list-style-type: none"> ▪ Lightly squeeze the mop using mop bucket ▪ Mop the floor and leave the solution for a period of time to allow the cleaning agent to work <p>For damp mopping:</p> <ul style="list-style-type: none"> ▪ squeeze the mop out firmly, using a twisting, pulling action ▪ spin the mop to open the fibres and then mop the floor ▪ leave the floor damp <p>For spot mopping:</p> <ul style="list-style-type: none"> ▪ mop over the dirty spot or stain only.

Safe Work Instruction	Issue date: 15/10/07
Mopping Floor Surfaces	Review date: 05/08/10

	<p>While mopping:</p> <ul style="list-style-type: none"> ▪ ensure the bucket is always within 5 meters of your work area ▪ try to vary your mopping action between push-pull, side-to-side and figure eight style ▪ keep standing straight and keep the mop handle as close as possible to your body ▪ To prevent fatigue and body stressing take rest breaks as required ▪ don't carry a bucket if it can be wheeled. <ul style="list-style-type: none"> • Don't bend forward or twist a lot • Change the water/detergent mix as necessary. Put the bucket on the ground when refilling. • Mop the area dry prior to allowing the public to enter. • Wring out the mop tightly and empty the bucket. Bend your knees to empty a bucket at ground level.
Clean up	<ul style="list-style-type: none"> • When you have finished with the water/detergent mixture tip it into a wastewater drain. Not in a stormwater drain. • Rinse the bucket and half fill it with clean water. Rinse the mop until it is clean. • Empty the bucket and remove mop strands from the rollers if necessary. • Spin the mop head to dry it a little. • Return cleaning materials to store.

Additional controls	
<ul style="list-style-type: none"> • Staff with specific special needs or restrictions such as manual handling weight restrictions should not undertake this task. 	