

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

Document no. SMS-06-SW-0490	Work description Cleaning any interior surface using a damp cloth					
	Scope Applies to passenger carriages and crew compartment interiors					
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 Ballast • SMS-12-OI-0886 Red Flagging Trains in Stabling Yards, Depots or Maintenance Centres • SMS-06-SW-0492 Diluting Cleaning Chemicals • Relevant up-to-date MSDS 					
Responsible supervisor <i>Insert name in BLOCK letters</i>	PPE and precautions <ul style="list-style-type: none"> • Red flag • Personal Identity Card (PId) • High visibility vest • Safety Footwear • Goggles • Rubber gloves Competencies or qualifications <p>Induction On-the-Job Training Track and Electrical Safety Awareness or RISI</p> Licences or permits required <p>N/A</p>					
Tools and equipment required						
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 SMS-06-PR-0104 WORKPLACE RISK MANAGEMENT.						

	Warning Look out for trains moving into and around the work area.
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General	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.
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	Warning 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. 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.
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Preparation	<ul style="list-style-type: none"> • Collect cleaning equipment from store. • Proceed to train. • Place the bucket on the ground and half fill it with cold water. • Add the detergent. • Lift the bucket into the train. • Enter train. • Place your red flag in the driver's compartment.
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Damp wiping	<ul style="list-style-type: none"> • Place rag in bucket. • Wring out excess water. • Damp wipe dirt and dust off all surfaces specified in cleaning routines. • Use two rags, one to wash one to dry. • Make sure that you get into corners and edges. • Rinse damp rag in water and detergent mixture as necessary. • Alternate use of hands when damp wiping. • Squat, kneel or sit (where possible) rather than bending and twisting your lower back. • Change water/detergent mixture as necessary. • Use long handled brush to wipe down ceilings. • When cleaning is finished close doors and windows to prevent dust settling on clean surfaces.
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Damp Wiping

**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