

# Using a floor scrubbing machine

Review date: 04/05/13

<b>Document no.</b>	<b>Work description</b>		
SMS-06-SW-0524	Cleaning floor surfaces using scrub machines		
<b>Scope</b>	Applies to all floor surfaces that are cleaned with scrub machines		
<b>Review date</b>	<b>References</b> <ul style="list-style-type: none"> <li>• <a href="#">OHS Regulation 2001 clause 64 &amp; 80</a></li> <li>• <a href="#">SMS-06-SW-0274 SWI Electrical Equipment Selection, Inspection and Testing</a></li> <li>• <a href="#">SMS-06-GD-0001 Guide to Manual Handling</a></li> <li>• <a href="#">SMS-16-FM-0427 Scrubbing Machine Pre-work Checklist</a></li> <li>• Operator's manual</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 – Using a Floor Scrubbing machine 29 July 2007</li> <li>• Network Rules and Procedures</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 (when handling cleaning solution)</li> <li>• Safety Glasses</li> </ul>	<ul style="list-style-type: none"> <li>• Induction</li> <li>• Specific scrubbing machine training</li> </ul>	N/A
<b>Tools and equipment required</b> <p>1. Scrub machine, 2. Scrub machine battery charger, 3. Tap key, 4. Hose, 5. Expandable barricade, 6. Caution signs.</p> <p><b>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></p>			

<b>Engineering controls</b>	Minimum engineering controls required for use of scrub machines on stations are; <ul style="list-style-type: none"> <li>• Brake override which mechanically applies a braking mechanism as the operator releases the machine hand controls.</li> <li>• Locked speed setting (forward drive)</li> <li>• Locked in a lower speed setting for reverse drive.</li> </ul>
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<b>Pre-work requirements before using scrub machine</b>	<ol style="list-style-type: none"> <li>1. Make sure safe working &amp; risk prevention requirements have been applied prior to carrying out work.</li> <li>2. Isolate area to be cleaned.</li> <li>3. Turn off power from charger.</li> <li>4. Disconnect machine from charger.</li> <li>5. Do a visual operator safety check including, battery charge level, braking and manoeuvrability.</li> <li>6. Complete the Scrubbing Machine Pre-work Checklist.</li> <li>7. Advise supervisor if machine fails checklist, and do not proceed.</li> <li>8. Make sure there are no uncontrolled hazards and create a clear path to safely manoeuvre the machine in and out of the storeroom.</li> <li>9. Negotiate the machine out of the store room slowly and refer to the no go zone areas for the predetermined exit and entry routes.</li> <li>10. Refer to the no go zone map and familiarise.</li> <li>11. Fill solution tank with water then add the correct amount of cleaning fluid as per cleaning solution chart.</li> <li>12. Set water level output to required level and commence scrubbing.</li> </ol>
	<p><b>Note</b></p> <p><i>Use of scrub machine must not commence until the above requirements are in place. Every work location must display a chart indicating "No Go Zone areas"</i></p>

<b>Pre-work requirements before using scrub machine on platforms</b>	<ol style="list-style-type: none"> <li>1. The Station / Duty Manager or suitably qualified employee must make sure that all protection arrangements are in place prior to the commencement of the activity.</li> <li>2. The controlling signaller must be contacted to arrange for the protecting signals to be placed at stop with blocking facilities applied.</li> <li>3. An entry must be made in the Train Register Book/Station Diary (or other recording system) of all arrangements made.</li> <li>4. Only the authorised employee requesting the site protection arrangements has the authority to advise the controlling signaller when they are no longer required.</li> <li>5. Prior to the authorised employee requesting the cancellation of the site protection arrangements, all employees must be clear of the danger zone.</li> </ol>
	<p><b>Note</b></p> <p><i>Use of scrub machine on platforms must not commence until the above requirements are in place and after train services on the applicable platform have ceased.</i></p>

<b>Using the scrub machine</b>	<ol style="list-style-type: none"> <li>1. Sweep the identified area for cleaning in order to remove any debris / litter, this is to make sure the machine vacuum does not become clogged with foreign objects</li> <li>2. Machine area by travelling in a forward oval motion, starting from the outside and moving inwards.</li> <li>3. Make sure scrubbing machine is kept within the no go zone areas and clear of building perimeters and other fixtures.</li> <li>4. Avoid going close to fixed obstacles e.g. seats, tactiles, posts, vending machines etc. – approximately 30 cm clearance should be allowed.</li> <li>5. Guide the machine rather than pushing it.</li> <li>6. Allow sufficient space to guide the machine around corners without twisting back.</li> <li>7. Stop and release “dead-man” lever every 15 minutes for about 1 minute to rest. Open and close your hands during this time to relax your hands.</li> <li>8. When water recovery tank is full transport the machine back to the approved EPA waste discharge outlet and release the dirty water.</li> <li>9. Dry mop any areas where excess water has not been captured by machine squeegee</li> </ol>
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<b>At completion of cleaning</b>	<ol style="list-style-type: none"> <li>1. Rinse recovery tank, all trapped debris from the squeegee tray and suction hose by hosing with clean water (take care not to hose water directly onto machine batteries).</li> <li>2. Connect the machine onto the charger.</li> <li>3. Return all cleaning resources and PPE to the designated storage area.</li> <li>4. Make sure employee requesting protection requirements contacts the signaller and advises of completion of work and that it is safe to remove site protection arrangements.</li> <li>5. An entry must be made in the Train Register Book/Station Diary (or other recording system) of all arrangements made.</li> </ol>
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## Cautions

Machine "No Go Zones" must be identified and clearly indicated on a chart which is clearly displayed where the machine is stored.

"No Go Zones" are areas such as, but not limited to;

- Over the yellow safety line on platforms
- Within two metres of the top of any staircase
- Within two metres of the landing plates at the top and bottom of escalators
- Within two metres of lift doors
- Narrow areas of less than five metres in width
- High pedestrian areas during peak or congested periods
- Dark or poorly lit areas
- Steep inclines or Ramps

## Controls

- Steer machine away from platform edge and steer into centre of platform when turning.
- Do not use Scrub Machine over the tactiles and over the yellow line.
- Stay inside the yellow line & clear of building perimeters and other fixtures.
- Do not steer machine to within 2 metres of stairs leading in a downward direction and lifts.
- Do not leave machine unattended.
- Do not use machines on platforms whilst trains or any type of track vehicles are operating.
- Barricade entrances to platforms before machining.
- Do not machine in confined spaces or narrow parts of platforms.
- Display operating instructions within each store room.
- Do not use machine in the "No Go Zone". Refer to local area map.
- Staff with special needs or on certain restrictions should not undertake this task.