



Safe Work Instruction	Issue date: 20/09/10
<b>Train Clean - Sweeping</b>	Review date: 20/09/13

<b>Document no.</b>	<b>Work description</b>		
SMS-06-SW-0501	Sweeping floors of passenger carriages and crew compartments		
	<b>Scope</b> Applies to passenger carriages and crew compartment interiors		
<b>Review date</b>	<b>References</b>		
20/09/13	<ul style="list-style-type: none"> <li>• <a href="#">OHS Act 2000 section 8 (1,2) 20 (1,2) 21</a></li> <li>• <a href="#">SMS-06-GD-0001 Guide to Manual Handling</a></li> <li>• <a href="#">SMS-06-SW-0487 Entering Trains from Ballast</a></li> <li>• <a href="#">SMS-06-SW 0488 Climbing out of Trains onto Ballast</a></li> <li>• <a href="#">SMS-12-01-0886 Red Flagging Trains in Stabling Yards, Depots or Maintenance Centres</a></li> <li>• <a href="#">SMS-06-SW-0405 Handling Sharps</a></li> </ul>		
<b>Responsible supervisor</b> <i>Insert name in BLOCK letters</i>	<b>PPE and precautions</b>	<b>Competencies or qualifications</b>	<b>Licences or permits required</b>
Supervisor/Team Leader	<ul style="list-style-type: none"> <li>• Red flag</li> <li>• Personal Identity Card (PID)</li> <li>• High visibility vest</li> <li>• Safety Footwear</li> <li>• Rubber gloves</li> </ul>	Induction On-the-Job Training Track and Electrical Safety Awareness or RISI	N/A
<b>Tools and equipment required</b>			
Broom, dustpan and brush, broom, garbage bag, tongs and sharps container.			
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>Warning</b> <i>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.</i> <i>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.</i> <i>Look out for trains moving into and around the work area.</i>
---	--

<b>General</b>	Sweeping is used to remove dust, dirt and small pieces of rubbish from the floor of a carriage or crew compartment. <i>This task is to be undertaken only after large pieces of rubbish have been removed.</i>
----------------	---

<b>Preparation</b>	<ul style="list-style-type: none"> <li>• Collect cleaning materials from store.</li> <li>• Check the following:             <ul style="list-style-type: none"> <li>▪ the broom head is attached to the handle with a tack or screw</li> <li>▪ the handle is a comfortable length and doesn't have any splinters</li> <li>▪ the bristles are in good condition</li> </ul> </li> <li>• Proceed to train.</li> <li>• Place your red flag in the driver's compartment.</li> </ul>
--------------------	---

	<b>Warning</b> <i>To prevent trips and falls, store brooms in a standing position when not in use.</i> <i>Ensure of correct posture and avoid excessive bending or twisting.</i>
---	--

<b>Sweeping</b>	<ul style="list-style-type: none"> <li>• Sweep steps.</li> <li>• In each deck, use the broom to sweep rubbish from under and between the seats into the aisle.</li> <li>• Sweep the rubbish into a pile at one end of the aisle.</li> <li>• Use the dustpan and broom and pick up the rubbish.</li> <li>• Place the rubbish into the garbage bag.</li> <li>• Sweep vestibule and dispose of rubbish and dirt.</li> <li>• Dispose of garbage bag in an industrial waste container.</li> </ul>
-----------------	--

<b>Clean up</b>	<ul style="list-style-type: none"> <li>• Remove your red flag from the driver's compartment.</li> <li>• Return cleaning equipment to store.</li> </ul>
-----------------	--

Safe Work Instruction	Issue date: 20/09/10
<b>Train Clean - Sweeping</b>	Review date: 20/09/13
<b>Additional controls</b>	