

Safe Work Instruction	Issue date: 20/09/10
<b>Cleaning Toilets on Trains</b>	Review date: 20/09/13


<b>Document no.</b>	<b>Work description</b>
SMS-06-SW-0505	Cleaning toilets
	<b>Scope</b> Cleaning toilets on trains
<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-0405 Handling Sharps</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 the 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-0490 Damp Wiping</a></li> <li>• <a href="#">SMS-06-SW-0492 Diluting Cleaning Chemicals</a></li> <li>• <a href="#">SMS-06-SW-0497 Mopping</a></li> <li>• <a href="#">SMS-06-SW-0498 Removing Rubbish Pre-train Clean</a></li> <li>• <a href="#">SMS-06-SW-0500 Spot Cleaning</a></li> <li>• Relevant up-to-date MSDS</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> <li>• Goggles</li> <li>• Respirator</li> </ul>	<ul style="list-style-type: none"> <li>• Induction</li> <li>• On-the-Job Training</li> <li>• Track and Electrical Safety Awareness or RISI</li> </ul>	N/A


#### Tools and equipment required

Toilet brush, rags, bucket with mixture of water and detergent, appropriate chemical, mop, mop bucket, garbage bag, scourer, sharps container, tongs

**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](#).**

	<p><b>Warning</b></p> <p><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></p> <p><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></p> <p><i>Look out for trains moving into and around the work area.</i></p>
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<b>Preparation</b>	<ul style="list-style-type: none"> <li>• Collect cleaning equipment from store.</li> <li>• Proceed to train.</li> <li>• Place your red flag in the driver's compartment.</li> </ul>
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	<p><b>Warning</b></p> <p><i>Beware of sharps when emptying rubbish bins. Always use safe work practices when handling sharps.</i></p> <p><i>Discard rags used to clean toilets after a single use</i></p>
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<b>Cleaning toilet</b>	<ul style="list-style-type: none"> <li>• Using the toilet brush and appropriate chemical, scrub toilet bowl inside and out, including the seat and lid.</li> <li>• Flush the toilet.</li> <li>• Using a clean rag, dry-wipe toilet seat and lid and the outside of the toilet bowl. (Dispose of this rag in the garbage bag).</li> <li>• With clean rag, damp-wipe taps, mirror, sink around the sink and sill.</li> <li>• Empty rubbish bin.</li> <li>• Wash bin with bleach and water and scrub if necessary.</li> <li>• Top up toilet paper.</li> <li>• Damp mop the floor with bleach and water.</li> <li>• Dispose of water from mop-bucket.</li> </ul>
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<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>
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<b>Additional controls</b>	
<ul style="list-style-type: none"> <li>Hepatitis A&amp;B Vaccinations are desirable while doing this procedure</li> </ul>	