

# Safe Work Instruction - Cleaning

**DO NOT UNDERTAKE THIS TASK UNLESS YOU HAVE BEEN INSTRUCTED IN ITS EXECUTION**

<b>TASK</b>	<b>DUSTING</b>	
<b>SCOPE</b>	This SWI describes the process of dusting and wiping of surfaces	
<b>EQUIPMENT REQUIRED</b>	Dry cloth	Woollen Duster
	Sponge cloth	
<b>SUPPORTING REFERENCES</b>	SWMS – Cleaning – General Areas	

PPE REQUIREMENTS – Verify all PPE is in good condition prior to use									
Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Hygiene Controls	Hand Protection	Protective Clothing	Disposable Mask	Sun Protection
									
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
<b>OTHER</b>									

KEY HAZARD AND RISK CONTROLS – Safety, Environment and General
<b>Safety</b>
<ul style="list-style-type: none"> <li>Avoid excessive bending or reaching – move feet and stand as close as possible to area dusting</li> <li>Take regular breaks from activity</li> <li>Use even strokes</li> <li>Do not move any obstacles that are too heavy</li> </ul>
<b>Environment</b>
<ul style="list-style-type: none"> <li>Ensure people are cleared from area to be dusted if excessive dust or in a small space</li> </ul>
<b>General</b>
<ul style="list-style-type: none"> <li>Wear appropriate PPE (such as disposable mask if a lot of dust is present)</li> <li>Do not stand or balance on furniture to reach high places</li> <li>Clean duster as required</li> </ul>

**BEFORE YOU START TAKE 5 FOR SAFETY**

<b>STOP</b> and think about the potential dangers of the task and work area	<b>LOOK</b> and identify new hazards, and report these to the manager	<b>ASSESS</b> the risk, consider any possible threats of damage or injury	<b>CONTROL</b> hazard with suitable control measure to reduce risk	<b>DO</b> the task and monitor hazards by keeping a look out for changes
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**STEP BY STEP GUIDE**

**Pre-Operation**

- Collect all equipment required from cleaner’s storage area or cleaner’s trolley
- Check condition of equipment for any damage or faults
- Wash hands and apply all required PPE, making sure it is in good working condition
- **DO NOT** stand on chairs, etc use an extendable or long handled duster or dust only those areas you can reach

**Instructions**

- Vertical surfaces are to be dusted first
- On vertical surfaces, dusting must be done from top to bottom, using smooth, even strokes
- Dusting starts at the nearest point, e.g., entrance to room and is carried out progressively to the furthest point
- When dusting horizontal surfaces, start with the highest furniture tops and work down to the lowest furniture surfaces
- Move your feet and stand as close as possible to the area that you are dusting
- Entire area must be dusted. However, papers and computer should not be removed from desktops, dust around them. Any items moved must be replaced as found
- Use even strokes to cover entire area
- Clean duster as needed to ensure dust is not moved from place to place

**Finishing Up**

- Equipment to be returned to storage space and duster should be cleaned after use

**EMERGENCY REQUIREMENTS**

- Be aware of site emergency response provisions and first aid requirements

**FINAL CHECK**

- Are all work areas clean and tidy?
- Have you put all equipment and materials away neatly?
- Have you reported any near misses or incidents?