











Safe Work Instruction - Cleaning

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

TASK	SWEEPING	
SCOPE	This SWI describes the process for manual sweeping of surfaces	
EQUIPMENT REQUIRED	Broom	Dustmop
	Banister brush	Dustpan
	Bin	
SUPPORTING REFERENCES	SWMS – Cleaning – General Areas	SWMS – Cleaning – Common and Public Ares

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
									
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OTHER									

KEY HAZARD AND RISK CONTROLS – Safety, Environment and General
Safety
<ul style="list-style-type: none"> Beware of correct lifting and sweeping techniques to protect from injury Use a disposable mask if working in a very dirty area or if you suffer an irritation while sweeping
Environment
<ul style="list-style-type: none"> Where practical recycle any waste picked up prior to sweeping
General
<ul style="list-style-type: none"> Do not sweep whilst in a crowded area or exposed food is in the area. This can disturb dirt/dust and risk contamination. If essential to sweep, use a dustpan and brush or small broom. Pick up loose litter prior to sweeping Shake out dust/dirt, wash and dry all equipment at end of shift

BEFORE YOU START TAKE 5 FOR SAFETY

STOP and think about the potential dangers of the task and work area	LOOK and identify new hazards, and report these to the manager	ASSESS the risk, consider any possible threats of damage or injury	CONTROL hazard with suitable control measure to reduce risk	DO 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
- Apply all required PPE and make sure it is in good working condition
- Never pick up items such as syringes, medical wastes, spilt chemicals etc. in your hands

Instructions

- Pick up any large items from the floor and put into bin
- Use a clean, broad-brush broom. Check it has been cleaned before after last use
- It is best to use a banister brush and dustpan with a long handle so that the amount of bending that you have to do is minimised
- Avoid sweeping if in crowded area or exposed food area unless a spill occurs, or the floor area is a risk. If essential, then use a small head broom or dustpan and brush.
- Sweeping must be carried out in a straight line using overlapping strokes and pushing the broom away from you, not towards you.
- Sweep under benches and equipment. Light items of furniture can be moved and replaced after sweeping has been done. Hand brush and dustpan to be used for large items and for under desks - sweep the dirt into the dustpan
- When sweeping large areas collect the dirt in a dustpan several times and empty into waste bin. This keeps dust levels down, which can be a health hazard.
- Dry brooms must be used on dry surfaces.
- Sweep one area at a time and clean broom to remove dust and dirt before continuing.

Finishing Up

- When finished, sweep the dirt and rubbish onto a dustpan with the banister brush and place into the bin.
- Return all equipment to cleaning storage area, storing brooms standing head up
- Do NOT leave broom lying on the floor – as this is a trip hazard.
- Clean (wash) dustpan and waste containers at end of shift.

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?