

SAFE WORK METHOD STATEMENT

Pharo Cleaning Services Pty Ltd

ABN 98 064 374 527

40 Forest Way
 Frenchs Forest NSW 2086
 Phone 02 9452 3872
 email service@pharo.com.au

Job site details :				Accepted: Yes/No	Date:
				Operator Name	Signature
Company Contact SWMS Signed off by :		<u>Name</u>	<u>Signature</u>	Operator Name	Signature
				Operator Name	Signature
Description of Procedure (in steps):		Level of Risk	Possible Hazards	Safety Controls:	Risk level after Safety Controls applied.
1	Office Cleaning Use of Back Pack / Upright Vacuum	5 5 3	Back Injury Electrocution Fire	<ul style="list-style-type: none"> · Safe operating procedures developed · Competent trained personnel to operate machine · Inspect the machine before usage · Periodical inspection and maintenance conducted 	2 2 2
2	Cleaning Offices - Chemical Use	5 3 6 5 3	Spillage / Environmental Burns Fumes Explosion Skin Irritation	<ul style="list-style-type: none"> · Trained personnel to train employee on usage · Prevention of Injury · Appropriate Signage · Restricted Access · All Hazardous Chemicals to be labelled correctly · Provided M.S.D.S · Adequate ventilation when decanting · Safety Protective Equipment 	2 2 3 2 1 1
3	Cleaning of Rest Rooms / Toilets, use of chemicals, working on wet floors , use of mop.	5 3 6 5 3 3 2	Spillage / Environmental Burns Back injury - mopping Fumes Explosion Skin Irritation Electrocution	<ul style="list-style-type: none"> · Trained personnel to train employee on usage · Prevention of Injury · Appropriate Signage · Restricted Access · All Hazardous Chemicals to be labelled correctly · Provided M.S.D.S · Adequate ventilation when decanting · Safety Protective Equipment 	3 1 3 2 1 1 1

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4	Sweeping Floors- use of dust control broom /standard broom	5 4	Back Injury Trip	- Trained Personnel to train employee on usage - Prevention of injury	2 2
5	Rubbish Collected from waste paper bins into collection bags	5 5	- infectectious diseases from sharps - strain/sprain injury from lifting bins/ bags of waste collected off floor and into garbage bins	- ensure staff are trained in manual handling techniques, sharps collection and disposal and safe work procedures - write up or reproduce and make available safe work procedures for collection and disposal of sharps - provide appropriate PPE - provide mechanical lifting assistance as required	2 3
6	Manual Handling / Receiving Stock, Stock control , Moderate heavy lifting (Waste removal, receipt of store supplies in cardboard boxes)	3 4 4	Back Injury Crushing Enviromental	- ensure staff are trained in manual handling techniques, sharps collection and disposal and safe work procedures - write up or reproduce and make available safe work procedures for collection and disposal of sharps - provide appropriate PPE - provide mechanical lifting assistance as required Safety Procedures followed, Trained Personnel only	1 2 2
7	High Dusting / General High rise cleaning - Ladder - Scissor lift - CherryPicker	5 . 3 .	Back Injury . Spillage /enviromental .	-Trained personnel to train employee on usage - Prevention of injury - Ladder Procedures -Only qualified personnel Scissor Lift/Cherry Picker	2 . 1 .

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8	Cleaning of General Glass/High Risk Glass	5 3 3	Back Injury Spillage/Environmental Skin irritation	- Usage of Wet Floor Signs - Trained personnel to train employee on usage - Chemical use - Ladder control procedures - Only qualified perdonnel with licence to use scissor lift/cherry picker	2 1 1
9	Use Vacuum Blower	5 4 3 4 2	Back injury Explosion Fire Noise Pollution Dust in eyes	- Safe operating procedures developed - Competent trained personnel to operate machine - Inspect the machine before usage (i.e. fuel leaks) - Safety gear -PPE - Quarterly inspection and maintenance conducted as per manual	3 2 1 2 1
10	Use of High pressure Water Cleaner	4 4 4 3 3 1	Noise Pollution Back injury Explosion Fire Crushing Property Damage	- Qualified trainer to train employee - Restricted access - Injury prevention - Quarterly inspection and maintenance conducted by manufacter - Safe operating procedures developed - Competent trained personnel to operate machine - Inspect machine before usage. eg. fuel leaks - Safety gear- PPe	2 1 1 1 1 1

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11 Working with Hazardous Substances - Cleaning - Decanting . Dangerous Goods	. 3 6 5 3 3	Spillage Enviromental Burns Fumes Explosion Skin Irration Contract Disease	-Appropriate signage - Restricited access - All hazardous chemicals to be labeled correctly - Chemicals stored in a restricted area - Regidtered list of all chemical names, quantities (maximum) types - Provide material safety data sheets - Emergency spill kits / location of pill kits - There is adequate ventilation when decanting - Personal proactive equipment	. 2 3 2 2 1	
12 Use of scrubbing machine- vinly floor cleaning .	2 5 1 4 4 3 3 1	Electrocution Crushing PropertyDamage Back Injury Explosion Fire Crushing Property Damage	- Quarterly inspections and maintenance conducted by manufacturer - Safe operating procedures developed - Only trained operators - Competent person to be nominated as the trainer Competent trained personnel to operate machine Inspect the machine before usage - Before & during use wear earmuffs provided	1 2 1 2 2 1 1 1	

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13	Use of Ladders- High dusting , cobwed removal , working near light fittings	2 1 2	Falling Dropping Equipment Electric Shock	<ul style="list-style-type: none"> - Follow ladder procedure Manual - Ladders are inspected prior to use for defects - Only trained personnel to use ladders - Where necessary, a second person is to hold the ladder form - Area is to be barricaded off from the public - If the risk of falling from a height is > 1.8m, harness and / or relevant PPE must be used 	1 1 2
14	Working in underground garages - Litter picking , clean of garage floor either by machine or spot sweeping	4 3 2	Being hit by moving vehicles Back injury sweeping infectectious diseases from sharps	<ul style="list-style-type: none"> - ensure staff are trained in manual handling techniques, sharps collection and disposal and safe work procedures - wirtie up or reproduce and make availble safe work procedures for collection and disposal of sharps - provide appropriate PPE - Use of High Vis Vests . - provide mechanical sweeping assistance as required- use of ride on equiptment 	1 1 2