

COMMERCIAL CLEANING AND RESPONSIBILITIES SAFE WORK METHOD STATEMENT (SWMS)

Business Contact:	Phone #:	Client name :
Responsible person (for monitoring SWMS and work):		Client Address:
Signature:	Date:	Client Phone #: Date SWMS provided to Client:
Contact Phone #:		Job Site Address if different to above:

THIS WORK ACTIVITY INVOLVES THE FOLLOWING HAZARDOUS WORK AND ENVIRONMENTAL IMPACTS

- | | | | | |
|--|--|---|--|--|
| <input type="checkbox"/> Electrical equipment | <input type="checkbox"/> Elevated levels | <input type="checkbox"/> Slips, trips and falls | <input type="checkbox"/> Hazardous substances | <input type="checkbox"/> Infection control |
| <input type="checkbox"/> Hot Work | <input type="checkbox"/> Hazardous manual tasks | <input type="checkbox"/> Outdoor work | <input type="checkbox"/> Remotely &/or isolated work | <input type="checkbox"/> Commercial cleaning |
| <input type="checkbox"/> Noise and vibration | <input type="checkbox"/> Native vegetation & weeds | <input type="checkbox"/> Air quality | <input type="checkbox"/> Waste | <input type="checkbox"/> Vehicle movement |
| <input type="checkbox"/> Fuels, oils & chemicals | <input type="checkbox"/> Terrestrial fauna | <input type="checkbox"/> Waterways & soils | <input type="checkbox"/> Cultural heritage | <input type="checkbox"/> |

THIS WORK ACTIVITY INVOLVES THE FOLLOWING "COMMERCIAL CLEANING"

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Confined spaces | <input type="checkbox"/> Mobile plant movement | <input type="checkbox"/> Working in loading docks | <input type="checkbox"/> Asbestos disturbance |
| <input type="checkbox"/> Working with Chemicals | <input type="checkbox"/> Diving work | <input type="checkbox"/> Working at heights more than 1.5M | <input type="checkbox"/> Risk of Electrical shock |
| <input type="checkbox"/> Working at depths greater than 1.5 Metres, including tunnels or mines | | <input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere | |
| <input type="checkbox"/> Work carried out adjacent to a road, railway or shipping lane, traffic corridor | | <input type="checkbox"/> In or near water or other liquid that involves the risk of drowning | |

FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	SAFETY HARNESS	Rings, watches, jewellery that may become entangled must not be worn. Long and loose hair must be tied back.
											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Planning/Preparation	<ul style="list-style-type: none"> • Liaise with Principal Contractor to identify on-site safety systems and procedures • Establish supervisory and communication arrangements • Principal contractor to confirm emergency response procedures are in place.
PPE	<ul style="list-style-type: none"> • Face mask, face shield, apron, gloves, boots and glasses
Training/Licence	<ul style="list-style-type: none"> • All workers to have the infectious Control Training • Relevant workers have relevant certificates of competency, licenses, and training • Trained First Aider on site – not required but desirable • All workers trained in site-specific emergency and evacuation procedures, SWMS, safe work procedures, and safety data sheets.
Worker duties and responsibilities	<ul style="list-style-type: none"> • Fit condition for work, i.e. no signs of fatigue, alcohol or drugs • Attend all site inductions/briefings (maintain social distancing rules, conduct briefing outdoors) • Comply with all site requirements, e.g. PPE, Traffic Management Plans (TMP) • Only carry out work related to the contract • Inspect completed work and report possible safety, environmental and quality matters to the supervisor.
Monitor/Review	<ul style="list-style-type: none"> • All persons involved in the task must have this SWMS communicated to them before work commences • SWMS to be reviewed and amended if necessary, in consultation with relevant persons after any near miss or incident • If additional site hazards identified, review this SWMS and amend control measures to suit • People, including workers, contractors and sub-contractors, affected by the revisions to this SWMS, must be informed ASAP • Give the principal contractor a copy of the revised SWMS • The site supervisor to monitor works against the controls stated in this SWMS • SWMS must be kept on-site and made available for inspection or review • Keep a record of this SWMS until the job is complete or for two years if involved in a notifiable incident • Regardless of any other factor, the person in control of the workplace must review this SWMS at least annually.

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION		
ALMOST CERTAIN	3 - HIGH	3 - HIGH	4 - ACUTE	4 - ACUTE	4 - ACUTE				
LIKELY	2 - MODERATE	3 - HIGH	3 - HIGH	4 - ACUTE	4 - ACUTE	4A - ACUTE	DO NOT PROCEED.		
POSSIBLE	1 - LOW	2 - MODERATE	3 - HIGH	4 - ACUTE	4 - ACUTE	3H - HIGH	Review before commencing work.		
UNLIKELY	1 - LOW	1 - LOW	2 - MODERATE	3 - HIGH	4 - ACUTE	2M - MODERATE	Maintain control measures.		
RARE	1 - LOW	1 - LOW	2 - MODERATE	3 - HIGH	3 - HIGH	1L - LOW	Record and monitor.		
HIERARCHY OF CONTROLS		MOST EFFECTIVE	Elimination	Substitution	Isolation	Engineering	Administrative	PPE	LEAST EFFECTIVE

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
1. Office Cleaning Use of Back Pack / Upright Vacuum	Back Injury Electrocution Fire	2M	<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 	Supervisor and workers to follow control measures
2. Cleaning Offices - Chemical Use	Spillage / Environmental Burns Fumes Explosion Skin Irritation	2M	<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 	Supervisor and workers to follow control measures
3. Cleaning of Rest Rooms / Toilets, use of chemicals, working on wet floors, use of mop.	Spillage / Environmental Burns Back injury - mopping Fumes Explosion Skin Irritation Electrocution	2M	<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 	Supervisor and workers to follow control measures

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
4. Sweeping Floors - use of dust control broom /standard broom	Back Injury Trip	2M	<ul style="list-style-type: none"> Trainer personnel to ensure that they are fully aware of the safety issues relating to the hazard 	Supervisor and workers to follow control measures
5. Rubbish Collected from waste paper bins into collection bags	Infectectious diseases from sharps - strain/sprain injury from lifting bins/ bags of waste collected off floor and into garbage bins	2M	<ul style="list-style-type: none"> ensure staff are trained in manual handling techniques, sharps collection and disposal and safe work procedures wirte up or reproduce and make availble safe work procedures for collection and disposal of sharps - provide appropriate PPE provide mechanical lifting assistance as required ***Please note we MUST not put our hands or any other body part inside the YELLOW GMO bins, the closer of the bins is to be done by the lab technitians 	Supervisor and workers to follow control measures
6. Manual Handling / Receiving Stock, Stock control , Moderate heavy lifting (Waste removal, receipt of store supplies in cardboard boxes)	Back Injury Crushing Enviromental	2M	<ul style="list-style-type: none"> ensure staff are trained in manual handling techniques, sharps collection and disposal and safe work procedures wirte up or reproduce and make availble safe work procedures for collection and disposal of sharps provide appropriate PPE provide mechanical lifting assistance as required Safety Procedures followed, Trained Personel only 	Supervisor and workers to follow control measures

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
7. High Dusting / General High rise cleaning - Ladder - Scissor lift - CherryPicker	Back Injury . Spillage /enviromental	2M	<ul style="list-style-type: none"> • Trained personal to train employee on usage • Prevention of injury • Ladder Procedures • Only qualified personnel Scissor Lift/Cherry Picker 	Supervisor and workers to follow control measures
8. Cleaning of general glass	Back Injury Spillage/Enviromental Skin irritation	2M	<ul style="list-style-type: none"> • Usage of wet floor signs • Chemical use • Ladder control procedures • Only qualified perdonnel with licence to use scissor lift/cherry picker 	Supervisor and workers to follow control measures
9. Vaccum / back pack	Back injury Explosion Fire Noise Pollution Dust in eyes	2M	<ul style="list-style-type: none"> • 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 	Supervisor and workers to follow control measures
9. Use of High pressure Water Cleaner	Noise Pollution Back injury Explosion Fire Crushing Property Damage	2M	<ul style="list-style-type: none"> • Qualified trainer to train employee • Restricted access • Injury prevention • Quarterly inspection and maintenance conducted authorised person, checking for any visable signs of defects that might need to be repaired. • Safe operating procedures developed • Competent trained personnel to operate machine • Inspect machine before usage. eg. fuel leaks • Safety gear- PPE 	Supervisors and workers to follow control measures
10. Work ing with Hazardous Substances - Cleaning - Decanting . . Dangerous Goods	Spillage Enviromental Burns Fumes Explosion Skin Irration Contract Disease	2M	<ul style="list-style-type: none"> • appropriate signage • Restricted access to certain areas will need to be monitored and adhered to • All hazardous chemicals to be labeled correctly • Chemicals stored in a restricted area - 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 • 	Supervisors and workers to follow control measures

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
11. Use of scrubbing machine- vinly floor cleaning	Electrocution Crushing PropertyDamage Back Injury Explosion Fire Crushing Property Damage	2M	<ul style="list-style-type: none"> Quarterly inspection and maintenance conducted authorised person, checking for any visable signs of defects that might need to be repaired. 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 	Supervisors and workers to follow control measures
12. Use of Ladders- High dusting , cobwed removal , working near light fittings	Falling Dropping Equipment Electric Shock	2M	<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 required If the risk of falling from a height is > 1.8m,harness and / or relevant PPE must be used 	Supervisor and workers to follow control measures
13. Working in underground garages / loading docks - Litter picking , clean of floor either by machine or spot sweeping	Being hit by moving vehicles Back injury sweeping Infectectious diseases from sharps	2M	<ul style="list-style-type: none"> Ensure staff are trained in manual handling techniques, sharps collection and disposal and safe work procedures Write 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 equipment 	Supervisor and workers to follow control measures
14. Cleaning of kitchenettes where hot or boiling water might be present	Being burnt by the hot or boiling water that comes from the tap – accidently turning the hot tap on		<ul style="list-style-type: none"> Ensure the cleaner is aware of the hot and boiling water locations PPE must be worn at all times Injury prevention due to burns needs to be advised and understood Safe working practices must be adhared to at all times Injury reporting procedure must be followed Issues such as leaking or dripping hot or boiling water must be reported 	Supervisor and workers to follow control measures



Business Name: Pharo Asset Services Pty Ltd

Business Address: 17 / 108 Old Pittwater Road, Brookvale

ABN:39 654 307 427

OVERALL RISK RATING AFTER CONTROLS		<input type="checkbox"/> 1 - Low	<input checked="" type="checkbox"/> 2 - MODERATE	<input type="checkbox"/> 3 - High	<input type="checkbox"/> 4 - ACUTE
PLANT & EQUIPMENT		HAZARDOUS SUBSTANCES		SUPERVISORY ARRANGEMENTS	
<input type="checkbox"/> Vacuums and leads	Tested and tagged quarterly	<i>List hazardous substances taken on-site and have the SDS onsite.</i> 1. None to be taken on site 2. 3. 4. 5.		<input type="checkbox"/> Audits <input type="checkbox"/> Spot Checks <input type="checkbox"/> Reporting systems <input type="checkbox"/> Suitably qualified supervisors for job <input type="checkbox"/> Direct on-site supervision <input type="checkbox"/> Remote site: communication systems/schedule	
<input type="checkbox"/> Hand tools - Meet AS/NZS	Regular visual inspection				
<input type="checkbox"/> Ladders - Meet AS/NZS	Inspected and tagged out if damaged				
<input type="checkbox"/> Polivac Machines	Inspected and tagged out if damaged				
<input type="checkbox"/> Floor sweeper – Nilfisk	Inspected and tagged out if damaged				
<input type="checkbox"/> High reach lift machine	Inspected and tagged out if damaged				

PERMITS	<input type="checkbox"/> Not applicable <input type="checkbox"/> Hot Work <input type="checkbox"/> Confined Space <input type="checkbox"/> Local council <input type="checkbox"/>
SITE MANAGEMENT PLAN	Is the work associated with a Construction Project? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.</i>



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SWMS SIGN-OFF This SWMS developed in consultation and cooperation with workers and relevant organisation representatives. I have read the above SWMS, and I understand its contents. I confirm that I have the skills and training, including relevant certification, to conduct the task as described. I agree to comply with safety requirements within this SWMS, including risk control measures, safe work instructions and PPE described.

WORKERS' NAME	JOB ROLE / POSITION E.G. SUPERVISOR, WORKER, TRAINEE	LICENCES, COMPETENCIES & QUALIFICATIONS <i>(add as applicable)</i>			DATE	SIGNATURE
		TYPE / DESCRIPTION	CLASS	NUMBER		