

<b>SWMS Title:</b> Spot Mopping Floors	<b>Description of Task / Activity:</b> Spot Mopping Floors		
<b>Partner Site:</b> All Partner Sites			
<b>SWMS prepared by:</b> Darren Morris	<b>Position:</b> Regional HSE Manager WA/SA/NT	<b>Date:</b> 30/09/2020	<b>SWMS reviewed by:</b> Glenn Henstock
<b>Authorisation:</b>			
<b>Authorised by:</b> Operational Business Unit Manager or Delegate		<b>Date:</b> 30/09/2020	

Hierarchy of Control	Risk Matrix																																																							
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Required PPE (Personal Protective Equipment)									
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1. Hazard / Hazardous Event	2. Current Controls
Spot Mopping Floor – Slips as a result of the floor being wet due to spot mopping.	<ul style="list-style-type: none"> <li>• Only team members who have been made aware of the hazards associated with spot mopping are to carry out this task, this awareness training is to be recorded in the team member training register.</li> <li>• Wet Floor/Cleaning in progress signs are to be displayed on all approaches to the area being mopped.</li> </ul>
Hazardous Substances – For contact with all chemicals being used that are classified as a Hazardous Substance.	<ul style="list-style-type: none"> <li>• A Material Safety Data Sheet has been obtained for product being used.</li> <li>• A risk assessment has been completed for any hazardous substance being used, Team members are to be briefed on their contents and the training recorded; see the Chemical SDS Register for Chemical Risk Assessment.</li> <li>• Ensure PPE as detailed in the SDS is worn. As a minimum this includes, rubber/latex gloves, goggles and non-slip footwear.</li> </ul>
Cleaning Solutions – Frequent immersing of hands into water-based cleaning solutions resulting in potential skin conditions.	<ul style="list-style-type: none"> <li>• Check your skin regularly for signs of Dermatitis (eczema); such as dryness, itching or redness, and report any concerns to your Manager, who should inform the Health, Safety &amp; Environment Department of concern.</li> <li>• Wear disposable non latex gloves when carrying out cleaning tasks.</li> </ul>
<b>3. Additional Information</b>	
<ul style="list-style-type: none"> <li>• For Additional Information contact the HSE Team.</li> </ul>	
<b>4. Activity Risk Rating:</b>	<b>Medium (B3)</b>