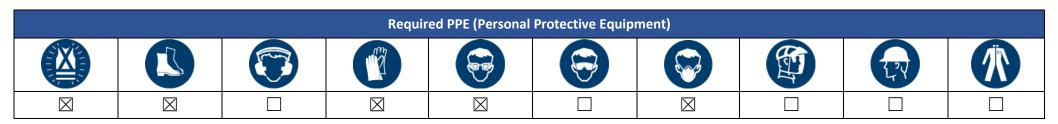


Safe Work Method Statement SWMS-413



SWMS Title:	Cobwebbing		Description of Task / Activity:	Cobwebbing						
Partner Site: All Partner Sites										
SWMS prepared by: Darren Morris		Position: Regional HSE Manager WA/SA/NT	Date: 08/07/2021	SWMS reviewed by: Paul Nichols						
Authorisation:										
Authorised by	: Operational Business U	nit Manager or Delegate	Date: 08/07/2021							

Hierarchy of Control		Risk Matrix													
Elimination		RISK ASSESSMENT PROCESS]	RISK ASSESSMENT PROCESS							
		Step 1 Determine Probability		Step 2					Step 3 Calculate Risk						
				CONSEQUENCE							Consequence				
Substitution		LIKELIHOOD			PERSON	ASSETS	ENVIRONMENT		Likelih	bod	1	2	3	4	5
Substitution		A	Practically impossible	1	Minor Near Miss	Under \$500 Damage and Minimal Productivity Disruption.	No Damage		A		1 Low	3 Low	6 Low	10 Medium	15 High
Engineering		в	Not Likely to Occur	2	First Aid Treatment Injury	\$500–1000 Damage and/or Slight Production Disruption.	Minor Damage		В		2 Low	5 Low	9 Medium	14 High	19 Extreme
Administration		с	Unusual but Possible	3	MTI or Short Term LTI	\$1000–5000 Damage and/or Production Disruption.	Reversible Damage		c		4 Low	8 Medium	13 Medium	18 High	22 Extreme
		D	Quite Possible	4	Long Term LTI	\$5000–10,000 Damage and/or Project Contingency Plan Required.	Serious Damage		D		7 Low	12 Medium	17 High	21 Extreme	24 Extreme
РРЕ		E	Almost Certain	5	Fatality, Permanent Disability	More than \$10,000 Damage and/or Large Reorganisation of Project.	Major Damage		E		11 Medium	16 High	20 Extreme	23 Extreme	25 Extreme



SWMS No: HSEQ-SWMS-413 Process Area: Health, Safety, Environment & Quality Uncontrolled when printed or downloaded –
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1. Hazard / Hazardous Event	2. Current Controls
Prestart Inspection/Preparation – Slips, Trips, manual handling	 Close access to the area until the job is completed (if practicable), or do the work after hours. Always inspect (visually only) the area for hazards such as sharps or blood/bodily fluids prior to commencement mopping. If such hazards are found, please refer to your Supervisor. Place safety sign/s in a position so that they can be easily seen to avoid any trip hazards, especially leads. Assess the areas to be cleaned for any hazards (eg electrical, loose fixtures, power lines). Check safe working condition of equipment. Do not cobweb within 2 metres of any power lines or buzz bars. Ensure PPE is worn which includes safety glasses, gloves.
Cobwebbing – slips, trips, manual handling, electrocution	 Move the cobweb broom in a circular motion as it passes over and around cobwebs. Do not overreach when cobwebbing above shoulder height. Do not perform cobwebbing with an extension pole above shoulder height for periods in excess of 10 minutes without a 5-minute interval of alternative tasks. Alternate levels of cobwebbing at all times. If cobwebbing is required beyond the safe reach of a telescopic pole and it is necessary to gain height through the use of a portable ladder refer to <u>SWMS-100 Using Portable Ladders.</u>
Cleaning & Removing Cobwebs from brush – slips, trips, manual handling, insect bite	 Always wear outdoor gloves to clean brush head – pulling cobwebs in waste bin. Be cautious of any insect that may be caught in web or of spider that may be on brush.
Cobwebbing using an Elevated Work Platform/Scissor Lift in warehouse areas	 Confirm an authorised pest control contractor has sprayed the work area 7-10 days before cobwebbing. Use battery powered vacuums only when operating an elevated work platform. Do not stand directly under the cobwebbing and vacuuming work position. When cobwebbing the underside of the main warehouse roof area cobweb above head height. Wear appropriate personal protective equipment including safety footwear, long pants, high visibility long sleever shirt with sleeves rolled down, safety glasses, dust mask and gloves. Take care to avoid unnecessary contact with fire sprinklers when vacuuming and cobwebbing. Prior to entering the EWP: Place backpack vacuum on a raised bench/shelf. Loosen straps prior to putting on the backpack vacuum cleaner. Put on the vacuum cleaner, do up the waist strap and ensure vacuum harness is correctly fitted. Backpack vacuums to be worn prior to entering or exiting the EWP.



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	Refer to <u>SWMS-412 Vacuum – Backpack and Walk Behind</u> in the cleaners room.
	 Refer to <u>SWMS-101 Working with Elevated Work Platforms/Scissor Lifts</u> in the cleaners room. An EWP and Scaffold Work Permit must be completed if using an EWP (includes scissor lift) or if the erection and use of scaffold is required.
	Identify need for Spotter. Spotter required;
	 When moving EWP during trading hours that are accessible by other persons including partner team members and members of the public. (Does not apply to Coles Distribution Centres) When unable to secure / barricade work area to prevent entry of other persons including partner team members and members of the public. When moving EWP across uneven /sloping surfaces. When manoeuvring EWP in restricted spaces. When moving EWP with restricted or obstructed view.
	 When opertating unit in vehicle traffic areas.
	 When oper tating unit in venice traincareas. When EWP edge protection railing is less than 1m from potential crush hazards including ceiling grids, structural beams, door frames and meat rails, etc. When working near overhead power lines. Special Note: Spotter is to be holder of a 'Yellow Card' or competent in the retrieval of the EWP platform using the controls at ground level or the Emergency retrieval System.
Storage of Equipment – slips, trips, manual handling	When finished clean equipment and return to cleaner's store.
3. Additional Information	
• For Additional Information contact the HSE Team.	
4. Activity Risk Rating: Medium (C3)	