

<b>SWMS Title:</b>	Cobwebbing	<b>Description of Task / Activity:</b>	Cobwebbing
<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> 08/07/2021	<b>SWMS reviewed by:</b> Paul Nichols
<b>Authorisation:</b>			
<b>Authorised by:</b> Operational Business Unit Manager or Delegate		<b>Date:</b> 08/07/2021	

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
Prestart Inspection/Preparation – Slips, Trips, manual handling	<ul style="list-style-type: none"> <li>Close access to the area until the job is completed (if practicable), or do the work after hours.</li> <li>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.</li> <li>Place safety sign/s in a position so that they can be easily seen to avoid any trip hazards, especially leads.</li> <li>Assess the areas to be cleaned for any hazards (eg electrical, loose fixtures, power lines).</li> <li>Check safe working condition of equipment.</li> <li>Do not cobweb within 2 metres of any power lines or buzz bars.</li> <li>Ensure PPE is worn which includes safety glasses, gloves.</li> </ul>
Cobwebbing – slips, trips, manual handling, electrocution	<ul style="list-style-type: none"> <li>Move the cobweb broom in a circular motion as it passes over and around cobwebs.</li> <li>Do not overreach when cobwebbing above shoulder height.</li> <li>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.</li> <li>Alternate levels of cobwebbing at all times.</li> <li>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 <b><u>SWMS-100 Using Portable Ladders.</u></b></li> </ul>
Cleaning & Removing Cobwebs from brush – slips, trips, manual handling, insect bite	<ul style="list-style-type: none"> <li>Always wear outdoor gloves to clean brush head – pulling cobwebs in waste bin.</li> <li>Be cautious of any insect that may be caught in web or of spider that may be on brush.</li> </ul>
Cobwebbing using an Elevated Work Platform/Scissor Lift in warehouse areas	<ul style="list-style-type: none"> <li>Confirm an authorised pest control contractor has sprayed the work area 7-10 days before cobwebbing.</li> <li>Use battery powered vacuums only when operating an elevated work platform.</li> <li>Do not stand directly under the cobwebbing and vacuuming work position.</li> <li>When cobwebbing the underside of the main warehouse roof area cobweb above head height.</li> <li>Wear appropriate personal protective equipment including safety footwear, long pants, high visibility long sleeve shirt with sleeves rolled down, safety glasses, dust mask and gloves.</li> <li>Take care to avoid unnecessary contact with fire sprinklers when vacuuming and cobwebbing.</li> <li>Prior to entering the EWP:               <ul style="list-style-type: none"> <li>Place backpack vacuum on a raised bench/shelf.</li> <li>Loosen straps prior to putting on the backpack vacuum cleaner.</li> <li>Put on the vacuum cleaner, do up the waist strap and ensure vacuum harness is correctly fitted.</li> <li>Backpack vacuums to be worn prior to entering or exiting the EWP.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>Refer to <b><u>SWMS-412 Vacuum – Backpack and Walk Behind</u></b> in the cleaners room.</li> <li>Refer to <b><u>SWMS-101 Working with Elevated Work Platforms/Scissor Lifts</u></b> in the cleaners room.</li> <li>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.</li> </ul> <p><b>Identify need for Spotter. Spotter required;</b></p> <ul style="list-style-type: none"> <li>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)</li> <li>When unable to secure / barricade work area to prevent entry of other persons including partner team members and members of the public.</li> <li>When moving EWP across uneven /sloping surfaces.</li> <li>When manoeuvring EWP in restricted spaces.</li> <li>When moving EWP with restricted or obstructed view.</li> <li>When operating unit in vehicle traffic areas.</li> <li>When EWP edge protection railing is less than 1m from potential crush hazards including ceiling grids, structural beams, door frames and meat rails, etc.</li> <li>When working near overhead power lines.</li> </ul> <p><b>Special Note:</b> 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.</p>
Storage of Equipment – slips, trips, manual handling	<ul style="list-style-type: none"> <li>When finished clean equipment and return to cleaner’s store.</li> </ul>
<b>3. Additional Information</b>	
<ul style="list-style-type: none"> <li><b>For Additional Information contact the HSE Team.</b></li> </ul>	
<b>4. Activity Risk Rating:</b>	<b>Medium (C3)</b>