

SWMS Title:	Tote Washing in Merchandised DC's	Description of Task / Activity:	Tote Washing in Merchandised DC's
Partner Site:	Coles Distribution Centres		
SWMS prepared by: Darren Morris	Position: Regional HSE Manager WA/SA/NT	Date: 30/09/2020	SWMS reviewed by: Glenn Henstock
Authorisation:			
Authorised by: National Cleaning Manager		Date: 30/09/2020	

Hierarchy of Control

Risk Matrix

RISK ASSESSMENT PROCESS					
Step 1 Determine Probability		Step 2			
LIKELIHOOD		CONSEQUENCE			
		PERSON	ASSETS	ENVIRONMENT	
A	Practically impossible	1	Minor Near Miss	Under \$500 Damage and Minimal Productivity Disruption.	No Damage
B	Not Likely to Occur	2	First Aid Treatment Injury	\$500–1000 Damage and/or Slight Production Disruption.	Minor Damage
C	Unusual but Possible	3	MTI or Short Term LTI	\$1000–5000 Damage and/or Production Disruption.	Reversible Damage
D	Quite Possible	4	Long Term LTI	\$5000–10,000 Damage and/or Project Contingency Plan Required.	Serious Damage
E	Almost Certain	5	Fatality, Permanent Disability	More than \$10,000 Damage and/or Large Reorganisation of Project.	Major Damage

RISK ASSESSMENT PROCESS					
Step 3 Calculate Risk					
Consequence					
Likelihood	1	2	3	4	5
A	1 Low	3 Low	6 Low	10 Medium	15 High
B	2 Low	5 Low	9 Medium	14 High	19 Extreme
C	4 Low	8 Medium	13 Medium	18 High	22 Extreme
D	7 Low	12 Medium	17 High	21 Extreme	24 Extreme
E	11 Medium	16 High	20 Extreme	23 Extreme	25 Extreme

Required PPE (Personal Protective Equipment)									
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

1. Hazard / Hazardous Event	2. Current Controls
Work Place Set up	<ul style="list-style-type: none"> Ensure at least two docks have been assigned for tote drying and that they are locked out by Coles Operations Manager. Ensure the assigned bays are adequately barricaded against unauthorised access and vehicle traffic. Ensure correct signage is in place. Cleaning in process signs displayed at each end of the walkway area around the wash bay. Ensure all loose rubbish is removed from the totes before you commence the washing process. Check drain and ensure all debris is removed from drainage sump. Drains are to be cleared of any debris regularly throughout the shift. Pooling water is a result of not keeping area and drains clear. When setting up totes to wash, place against a concrete or steel wall only. Do not wash in the direction of the walkway or up against the Armco Railing. Only lay out enough totes to allow you to work safely.
Minimum PPE requirements	<ul style="list-style-type: none"> Cleaning in Progress or Wet Floor signs are to be displayed at all access points to area where totes are being cleaned. Always wear a high visibility vest/jacket. Always wear safety footwear – composite toe gum boots are preferred for this task. Always wear face shield or eye goggles. Always wear ear protection. Always wear gloves. Always wear wet weather gear.
Fuelling / refuelling pressure cleaner and heater	<ul style="list-style-type: none"> Diesel and unleaded petrol containers must be stored in a cool, well ventilated place, away from clothing and PPE. Fuels must be kept away from heat, hot surfaces, sparks and open flames. Allow machine to cool before refuelling. Wear required PPE – nitrile/PVC gloves and chemical goggles/face shield, when handling fuel. Ensure the correct fuel is used – if the incorrect fuel is used, do not start the machine. Contact your supervisor immediately. Place fuel container on the ground prior to refuelling to dissipate any built-up static electricity. Ensure contact is made (and maintained) between fuel container and receiving equipment to minimise the risk of static discharge.

	<ul style="list-style-type: none"> Wash contaminated skin thoroughly after handling.
Preparing totes for washing – Manual Handling injuries as a result of frequent bending/lifting whilst washing totes	<ul style="list-style-type: none"> Move pallet of dirty totes as close to the wash bay as is practical. Ensure the pallet is on a level surface. Always work from the pallet when laying and stacking totes - Do not walk a column of totes off the pallet. Disassemble tote to the collapsed position by pressing on the tabs only. Do not bang with your hand. When laying totes back onto the pallet, work back from the far end of the pallet. Lay even columns of no more than 20 totes high. Use task rotation to prevent injuries caused by repetitive activities.
Noise	<ul style="list-style-type: none"> Always wear hearing protection when operating pressure cleaner.
Use of Portable Powered cleaning equipment	<ul style="list-style-type: none"> Only team members who have undertaken awareness training of the hazards associated with the use of portable powered cleaning machines are to carry out this task. This awareness training is to be recorded in the team members training register. Refer to SWMS-420 High Pressure Washing Operations in DC's
Operating a hot water, pressure cleaner	<ul style="list-style-type: none"> Be aware of your surroundings and always take care when operating. Always ensure that you use the lowest practical pressure. Lance should be comfortable to hold and operate. Always ensure that you set the heater control at the coolest practical temperature. Never point the lance at yourself or another team member. Never use the lance to clean yourself or another team member.
Struck by moving objects - Dust and debris	<ul style="list-style-type: none"> Always wear your safety goggles or face shield. Ensure totes are arranged correctly to avoid moving when being washed. Ensure pressure washer is operating at the correct pressure and always controllable. Always remove debris and rubbish from totes and in and around the wash bay area, including any drains.
Slips, trips & falls	<ul style="list-style-type: none"> Always wear correct foot wear. Always work on an even level surface. Always remove any debris in and around the work area. Be aware of hoses, pallets, totes and any other potential trip hazards.

Property damage	<ul style="list-style-type: none"> • Keep the lance approximately 1.5m away from surface being cleaned. • Aim the lance at an angle to its target. This will help to lift and remove dirt from the object more effectively than blasting it straight on. • Water pressure should be considered and regulated based, on the ability of the worker to maintain control of the lance. • Pressure cleaners should not be directly aimed at electrical wiring, switches, relays, alternators, starter motors, bearing seals, window rubbers or vulnerable components that water might adversely affect.
Standing totes for drying	<ul style="list-style-type: none"> • Ensure the assigned bays are adequately barricaded against unauthorised access and vehicle traffic. • Move pallet of clean, wet totes as close to the assigned bays as is practical. • Ensure the pallet is on a level surface. • Always work from the pallet when laying and stacking totes - Do not walk a column of totes off the pallet. • Partially assemble tote and stand on its end to dry. • Use task rotation to prevent injuries caused by repetitive activities. • When dry and laying totes back onto the pallet, work back from the far end of the pallet. Lay even columns of no more than 20 totes high.
Close Down and Clean up	<ul style="list-style-type: none"> • Always ensure the area is clean and tidy when you complete your shift. • Always ensure that all debris has been cleaned up and placed into the bin. • Always ensure that the drain cover and sump are cleaned and replaced at the end of your shift. • All hoses are to be returned to their storage area and left neat and tidy. • All PPE to be cleaned, dried and returned to the storage area or your locker. • All Cleaning in Progress and Wet Floor signs are to be returned to the storage area.
3. Additional Information	
<ul style="list-style-type: none"> • For Additional Information contact the HSE Team. 	
4. Activity Risk Rating:	Medium (C3)