

SWMS Title:	Sweeping Floors with a Broom	Description of Task / Activity:	Cleaning office, Team Member areas and amenities and public amenities and other hard floors with a broom.	
Partner Site:	All Partner Sites			
SWMS prepared by: Donna Smith		Position: Regional HSE Manager CIMS	Date: 09 February 2023	SWMS reviewed by: Paul Nichols
Authorisation:				
Authorised by: Operational Business Unit Manager or Delegate			Date:	

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Hazard / Hazardous Event	2. Current Controls
Preparation/Prestart - General	<ul style="list-style-type: none"> Using headphones and in-ear listening devices is not permitted at any time whilst on site.
Preparation/Prestart - Dust	<ul style="list-style-type: none"> A dust (P1) mask should be worn when sweeping concrete floors and areas with a lot of dust.
Preparation/Prestart - Vehicle or Mobile Plant Traffic	<ul style="list-style-type: none"> Hi-visibility vest or clothing must be worn if sweeping near roadways, driveways, in carparks or around mobile plant such as forklifts and elevated work platforms.
Sweeping Floors - Manual Handling	<ul style="list-style-type: none"> Sweep with smooth strokes, not a vigorous scrubbing action. Don't bend or twist the body to sweep under objects. Move light objects that are easily moved and sweep around heavy objects or get assistance to move heavier objects. Use a long-handled brush and shovel to collect up the pile of dust and dirt.
Sweeping Floors - Dust	<ul style="list-style-type: none"> Place collected dust and dirt into a bin lined with a rubbish bag. Tie up rubbish bag, removing as much air as possible, without letting the dust escape and dispose rubbish bag in the skip bin.
Removing Stuck Objects and Stickers with Scraper - Cuts.	<ul style="list-style-type: none"> Wear cut-resistant gloves when using scraper. When using scraper, push away from the body, do not scrape towards yourself or anyone else. Always place blade protector over blade or ensure the blade is fully retracted when not using the scraper. Do not carry scraper in pockets.
3. Additional Information	
<ul style="list-style-type: none"> For Additional Information contact the HSE Team. 	
4. Activity Risk Rating:	Medium (B3)