Safe Work Method Statement
SWMS - 705

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SWMS Title:	Mechanical Sweeping of Sales Floor	Description of Task / Activity:	Use of a mechanical self-propelled ride-on floor sweeper to clean the sales floor.
Partner Site:	All Partner Sites		

SWMS prepared by: Megan Simcock	Position: Regional HSE Manager CIMS (NSW, ACT)	Date: 28/09/2022	SWMS reviewed by: Paul Nichols

Authorisation:

Authorised by: Operational Business Unit Manager or Delegate	Date:

Hierarchy of Control

- Elimination
- Substitution
- Engineering
- Administration
- PPE

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

Likelihood	Consequence				
	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)

High-Vis	Safety Boots	Hearing Protection	Gloves	Safety Glasses	Eye Protection	Face Mask	Face Shield	Hard Hat	Protective Clothing
☒	☒	☐	☒	☐	☐	☐	☐	☐	☐

1. Hazard / Hazardous Event	2. Current Controls
Preparation/Prestart - General	• Only cleaners who have been made aware of the hazards associated with operation of the mechanical sweeper including connecting and disconnecting battery chargers are to carry out these tasks. Do not operate sweepers unless you have been trained in how to operate sweeper. • Perform prestart check to ensure sweeper is operating correctly HSEQ-FM-178 CIMS Cleaners Sweeper Pre-start Checklist. Attach an out of service tag and report sweeper as faulty, so it can be repaired. Don't use equipment that is faulty or doesn't pass pre-start check. • Use of machine should be avoided during peak customer periods. • Mobile phones or other devices are not to be used while operating the sweeper, this includes the use of headphones and in ear listening devices. • Operator must wear hi-vis vest while operating sweeper.
Mechanical Sweeper Operation - Striking or Being Struck by a Person or Object	• Always give way to pedestrians when operating sweeper and always remain at least 3 meters away from any person. • Ensure horn is sounded on approach to all aisle intersections. • Keys must not be left in ignition of unattended sweeper machine. • Ensure the sweeper and the operator can fit under low objects. Don't sweep under racking or other objects that are not high enough for sweeper and operator to fit under. • Don't lean or hang body parts outside of the sweeper. And don't attempt to grab or pick up anything whilst the sweeper is moving. • The operators seat switch will stop the operation of the unit and apply the park brake should the operator leave the seat while moving or during operation of the sweeper. • Pushing the EMERGENCY STOP button will bring the machine to an instant halt. This is for emergency use only.
Mechanical Sweeper Operation - Chemical Hazard	• Ensure the sweeper doesn't vacuum up any unknown or hazardous substances. • Ensure the sweeper doesn't vacuum up any liquid that has been spilt on the floor.

SWMS No: HSEQ-SWMS-705
Process Area: Health, Safety, Environment & Quality

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Mechanical Sweeper Operation - Rollover	• The sweeper function should not be used on hills or inclines. Any inclines encountered on the travel to and from the storage area in the direction of travel should not exceed 18% gradient. • Use on flat surfaces only and don't turn unit sideways on any incline. • Don't use near any unprotected edges, stairs or the top of inclines.
Mechanical Sweeper Operation - Manual Handling	• Ensure operators seat is correctly adjusted prior to operating the machine. • Operator should be sitting upright when operating the machine. No bending over or slouching in the seat.
Shutdown and Stowing - Electrical Hazard	• Before connecting sweeper to battery charger, ensure hands are not wet and you are not standing in water. • Ensure battery charger power leads has been tested and tagged with current test tag. • Check battery charger power lead is free from damage with no exposed wires or broken insulation. Attach an out of service tag and report faulty battery charger. • Remove battery lead from sweeper and insert battery charger lead and turn on power to battery charger. Ensure battery is charging correctly and there are no faults.
Shutdown and Stowing - Dust	• Empty waste container outdoors away from all entry doors, vehicles, traffic and people • Empty waste container into rubbish bin lined with rubbish bag. Clean the waste container by gently shaking it into the rubbish bag and brushing the waste container with a brush. Wipe the unit clean and refit the waste container. • Tie up rubbish bag, removing as much air as possible, without letting the dust escape and dispose rubbish bag in the skip bin.
Maintenance - Manual Handling	• When replacing or adjusting brushes ensure you maintain a comfortable kneeling position. Never twist the body or maintain an awkward posture.

3. Additional Information

• **For Additional Information contact the HSE Team.**

4. Activity Risk Rating: | Medium (B3) |

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