

SWMS Title: Cleaning Toilets, Urinals & Basins	Description of Task / Activity: Cleaning, toilets, urinals and basins in Team Member and public amenities.		
Partner Site: All Partner Sites			
SWMS prepared by: Megan Simcock	Position: Regional HSE Manager CIMS	Date: 10/01/2024	SWMS reviewed by: Gavin Reiske
Authorisation:			
Authorised by: Operational Business Unit Manager or Delegate		Date: 10/01/2024	

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 - Slips, Trips and Falls	<ul style="list-style-type: none"> Cleaning in Progress/Wet floor signs to be displayed at entry to toilet being cleaned. Signs to remain in place until cleaning of that toilet is complete and floor is dry. Cleaners to wear non-slip shoes and only stand on floor while cleaning toilets Only cleaners who have been made aware of the hazards associated with cleaning of toilets are to carry out this task. Only damp cloths and mops to be used for cleaning. Ensure excessive water is not applied to surfaces at any time.
Preparation/Prestart - Cross contamination	<ul style="list-style-type: none"> Ensure the correct coloured (Refer to User Guides) cloth or mop is to be used for cleaning Urinals, walls, basins, mirrors, pipe work, doors, frames, soap dispensers, roll holders and hand dryers.
Preparation/Prestart - Exposure to Cleaning Chemical	<ul style="list-style-type: none"> Only cleaners who have been made aware of the hazards associated with cleaning chemicals to are to use cleaning chemicals. Refer to Safety Data Sheet (SDS) for details of chemical, exposure hazards, safe handling storage, and first aid before using cleaning chemicals. Wear Personal Protective Equipment (PPE) specified in SDS. Always wear non-latex disposable gloves when handling cleaning chemicals and safety glasses when cleaning above shoulder height or preparing cleaning chemicals for use. Always use and mix cleaning chemicals as per instructions on original bottle label. Don't mix cleaning chemicals together or use for other purposes than specified. Always store cleaning chemicals in the original container with the lid tightly on. Only diluted cleaning chemicals are to be stored in spray bottles with type of cleaner clearly marked on the outside.
Cleaning of biological waste and bodily fluids – including exposure to animal faeces, vomit, human faeces, blood	<ul style="list-style-type: none"> Refer to HSEQ-PR-019 Infection Control and Disposal of Sharps Procedure Only cleaners who have been made aware of the hazards associated with cleaning up biological waste and body fluids are permitted to clean them. Wear additional PPE when cleaning biological waste or bodily fluids – mask, protective eye wear, double layer of disposable non-latex gloves.

	<ul style="list-style-type: none"> • When cleaning animal faeces, vomit and human faeces soak up any fluid with disposable cloth/paper towel dipped in the disinfectant mixture for initial removal then wipe area with disinfectant using a disposable cloth/paper towel. Undertake a final wipe with a cloth rinsed in fresh water. Ensure water is changed frequently and before undertaking a new cleaning task. • When cleaning up blood use disposable cloth/paper towel to clean the whole area, complete the clean of the area with disinfectant and a paper towel. • Place all contaminated disposable cloths/paper towels into a plastic bag along with the gloves. Double bag and dispose of in the site skip bin. • Wash hands thoroughly after cleaning is complete.
Discarded syringes - needle stick injuries	<ul style="list-style-type: none"> • Visually look before sticking a hand in or under toilet fixtures and fittings. • Always wear disposable non-latex gloves and cut resistant gloves, and safety glasses when removing discarded syringes. • Only cleaners who have been made aware of the hazards associated with discarded syringes are permitted to remove them. • Discarded Syringes must be disposed of in a sharp's container. • Always dispose of non-latex gloves and wash hands thoroughly after removing discarded syringes.
3. Additional Information	
<ul style="list-style-type: none"> • For Additional Information contact the HSE Team. 	
4. Activity Risk Rating:	Low (A2)