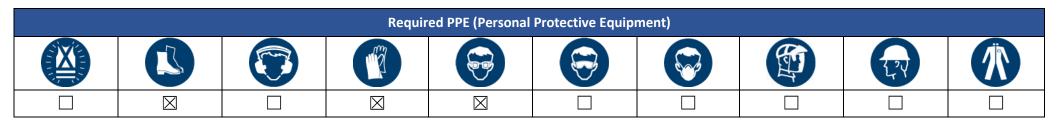
think safe.

Safe Work Method Statement SWMS - 801



SWMS Title:	Mopping and Spot Mopping Floors		Description of Task / Activity	•	Cleaning the floors or marks from the floor using a mop, a bucket of water and cleaning chemicals.				
Partner Site:	All Partner Sites								
SWMS prepared by: Gavin Reiske Pc		Position: Regional HSE Manager CIMS		Date:		SWMS reviewed by: Paul Nichols			
Authorisation:									
Authorised by	Operational Business Unit Man	nager or De	legate	Date:					

Hierarchy of Control		Risk Matrix												
Elimination		RISK ASSESSMENT PROCESS					RISK ASSESSMENT PROCESS							
		Step 1 Determine Step 2 Probability					Step 3 Calculate Risk							
		· · ·		CONSEQUENCE				Consequence						
Substitution		LIKELIHOOD		PERSON	ASSETS	ENVIRON MENT		Likelihood	1	2	3	4	5	
	А	Practically impossible	1	Minor Near Miss	Under \$500 Damage and Minimal Productivity Disruption.	No Damage		A	1 Low	3 Low	6 Low	10 Medium	15 High	
Engineering	в	Not Likely to Occur	2	First Aid Treatment Injury	\$500–1000 Damage and/or Slight Production Disruption.	Minor Damage		В	2 Low	5 Low	9 Medium	14 High	19 Extreme	
Administration	с	Unusual but Possible	3	MTI or Short Term LTI	\$1000–5000 Damage and/or Production Disruption.	Reversibl e Damage		с	4 Low	8 Medium	13 Medium	18 High	22 Extreme	
	D	Quite Possible	4	Long Term LTI	\$5000–10,000 Damage and/or Project Contingency Plan Required.	Serious Damage		D	7 Low	12 Medium	17 High	21 Extreme	24 Extreme	
РРЕ	E	Almost Certain	5	Fatality, Permanent Disability	More than \$10,000 Damage and/or Large Reorganisation of Project.	Major Damage		E	11 Medium	16 High	20 Extreme	23 Extreme	25 Extreme	



SWMS No: HSEQ-SWMS-801 Process Area: Health, Safety, Environment & Quality Uncontrolled when printed or downloaded –
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Page **1** of **3** Version: 1 Last Updated: 09/06/2023



Safe Work Method Statement SWMS - 801



1. Hazard / Hazardous Event	2. Current Controls
Preparation/Prestart General	Using headphones and in-ear listening devices is not permitted at any time whilst on site.
Preparation/Prestart - Slip, Trip and Fall	 Only cleaners who have been made aware of the hazards of mopping and spot mopping are to undertaking this task. Cleaners to wear non-slip shoes and only stand with both feet on floor while mopping. Wet Floor/Cleaning in progress signs are to be displayed on all approaches to the area being mopped. Only fill bucket with enough water to cover the mop. Do not overfill the bucket. Fill the bucket as close to the area to be cleaned as possible so buckets of water aren't being carried across the store.
Preparation/Prestart – Scolding	Fill bucket with both hot and cold water. Don't use boiling hot water.
Preparation/Prestart – Exposure to Cleaning Chemicals	 Only cleaners who have been made aware of the hazards associated with cleaning chemicals to are to use cleaning chemicals. Wear Personal Protective Equipment (PPE) specified in Safety Data Sheet (SDS). Always wear rubber or non-latex gloves when handling cleaning chemicals and safety glasses when using spray bottles or preparing cleaning chemicals for use. Always mix cleaning chemicals using the Diversey system. 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.
Mopping or Spot Mopping Floors - Slip, Trip and Fall	 Ensure to use a damp mop and do not apply excess water to the floor. Don't allow water to pool on floor. Ensure all excess or spilt water is immediately mopped up. Ensure signs are only displayed while the floor is being mopped. Signs are removed once the floor is dry. Only spot mop a small area at a time so people can move around the area safely.



Safe Work Method Statement SWMS - 801



Mopping or Spot Mopping Floors – Manual Handling	 Mop with smooth strokes, not a vigorous scrubbing action. Don't bend or twist the body to mop under objects. Move light objects that are easily moved and mop around heavy objects. Seek assistance if heavy objects are required to be moved. Do not perform mopping operation for extended periods without intervals of alternative tasks.
Removing Stuck Objects and Stickers with Scraper - Cuts.	 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.
Completion - General	 Check the work area and ensure all cleaning equipment have been returned to the cleaners room once complete.
3. Additional Information	
• For Additional Information contact the HSE Team.	
4. Activity Risk Rating: Medium (B3)	