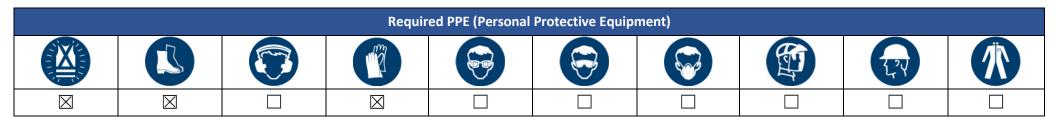
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Safe Work Method Statement SWMS - 705



SWMS Title:	Mechanical Sweeping of Sale	echanical Sweeping of Sales Floor Descriptio		tivity:	Use of	a mechanical self-propelled ride	-on floor sweeper to clean the sales floor.		
Partner Site:	e: All Partner Sites								
SWMS prepared by: Megan Simcock Position: Regional HSE Manager CIMS (I			NSW, ACT)		Date: 22/08/2024	SWMS reviewed by: Gavin Reiske			
Authorisation:									
Authorised by: Operational Business Unit Manager or Delegate				Date: 22/08/2024					

Hierarchy of Control		Risk Matrix											
Elimination		RISK ASSESSMENT PROCESS					RISK ASSESSMENT PROCESS						
		Step 1 Determine Probability	Step 2					Step 3 Calculate Risk					
				CONSEQUENCE				Consequence					
Substitution		LIKELIHOOD		PERSON	ASSETS	ENVIRON MENT		Likelihood	1	2	3	4	5
Substitution	А	Practically impossible	1	Minor Near Miss	Under \$500 Damage and Minimal Productivity Disruption.	No Damage		А	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
Administration	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
•													



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1. Hazard / Hazardous Event	2. Current Controls
Preparation/Prestart - General	 Only cleaners who have watched the video Conquest-pb110e-floor-sweeper-operator-training-video, been made aware of the hazards associated with the 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.



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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	Ensure operators seat is correctly adjusted prior to operating the machine.
Handling	• 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.
	 Ensure correct manual handling posture and techniques are used while removing and replacing waster containers.
	• 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	

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4. Activity Risk Rating: Medium (B3)		

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