

SWMS Title:	Mopping of Floors	Description of Task / Activity:	Mopping of Floors
Partner Site:	All Partner Sites		
SWMS prepared by: Darren Morris	Position: Regional HSE Manager WA/SA/NT	Date: 07/11/2024	SWMS reviewed by: Jennifer Hoffman
Authorisation:			
Authorised by: Operational Business Unit Manager or Delegate		Date: 07/11/2024	

Hierarchy of Control	Risk Matrix																																																							
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Required PPE (Personal Protective Equipment)									
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1. Hazard / Hazardous Event	2. Current Controls
<p>Mopping Floor – Slips as a result of the floor being wet due to spot mopping and musculoskeletal injuries resulting from manual handling hazards.</p>	<ul style="list-style-type: none"> • Only team members who have been made aware of the hazards associated with mopping are to carry out this task, this awareness training is to be recorded in the team member training register. • Wet Floor/Cleaning in progress signs are to be displayed on all approaches to the area being mopped. • For spot mopping follow the steps below; <ul style="list-style-type: none"> ○ Wet floor/Cleaning in progress signs are to be displayed at all approaches to the area to be mopped. ○ The Cleaning Trolley is to be used as a barrier to prevent access to the area. ○ The Mop bucket is only to be filled to a half (1/2) full to prevent manual handling and splash hazards. ○ When picking the bucket up ensure to use correct manual handling with knees bent and back straight. ○ The Mop is to be used with a bucket and wringer; the mop is to be wrung out until damp (a minimum of 3 times). ○ Mop the floor with the damp mop, and avoid bending or twisting of the back where possible. ○ Once the spot mopping is complete, the area is to be dried using blue roll. ○ Consider the use of a small type of electric, portable floor scrubber where mopping of large bathroom areas is required. ○ Check the floor is dry. ○ Once dry the warning signage can be removed. ○ Never Leave a Wet/Damp Floor Unattended.
<p>Hazardous Substances – For contact with all chemicals being used that are classified as a Hazardous Substance</p>	<ul style="list-style-type: none"> • A Safety Data Sheet has been obtained for product being used. • A risk assessment has been completed for any hazardous substance being used, Team members are to be briefed on their contents and the training recorded; see the Chemical SDS Register for Chemical Risk Assessments. • Ensure PPE detailed in the SDS is worn. As a minimum this includes, rubber/latex gloves, goggles, non-slip footwear, long sleeve top and long pants.
<p>Use of Hazardous Floor Stripping Solution</p>	<ul style="list-style-type: none"> • Decant floor stripper in well ventilated areas away from other Team members. • Use diluted solution of floor stripper (as per manufacturers recommendations) in well ventilated areas. • Where skin contact with the floor cleaner occurs take off immediately all contaminated clothing and rinse skin with water or shower. • If in eyes rinse cautiously with water for several minutes.

Use of Tile Clean HD	<ul style="list-style-type: none"> • Deep cleaning and ad-hoc use of product only. • Decant product using the chemical dispenser located in the cleaning room. • Ensure product is diluted appropriately (20% chemical, 80% water) into a bucket. • Ensure bucket is only filled to half to prevent splashes. • Use product in well ventilated areas away from other team members. • Where skin contact with the floor cleaner occurs take off immediately all contaminated clothing and rinse skin with water or shower. • If in eyes rinse cautiously with water for several minutes.
Cleaning Solutions – Frequent immersing of hands into water-based cleaning solutions resulting in potential skin conditions	<ul style="list-style-type: none"> • Check your skin regularly for signs of Dermatitis (eczema); such as dryness, itching or redness, and report any concerns to your Manager, who should inform the Health, Safety & Environment Department of concern. • Wear disposable non latex gloves when carrying out cleaning tasks.
3. Additional Information	
<ul style="list-style-type: none"> • For Additional Information contact the HSE Team. 	
4. Activity Risk Rating:	Medium (B3)