

<b>aSWMS Title:</b>	Mopping and Spot Mopping Floors	<b>Description of Task / Activity:</b>	Cleaning the floors or marks from the floor using a mop, a bucket of water and cleaning chemicals.
<b>Partner Site:</b>	All Partner Sites		
<b>SWMS prepared by:</b> Melinda Stranger	<b>Position:</b> Regional HSE Manager CIMS	<b>Date:</b> 12/02/2025	<b>SWMS reviewed by:</b> Gavin Reiske
<b>Authorisation:</b>			
<b>Authorised by:</b> Operational Business Unit Manager or Delegate		<b>Date:</b> 12/02/2025	

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
Preparation/Prestart General	<ul style="list-style-type: none"> <li>Using headphones and in-ear listening devices is not permitted at any time whilst on site.</li> </ul>
Preparation/Prestart - Slip, Trip and Fall	<ul style="list-style-type: none"> <li>Only cleaners who have been made aware of the hazards of mopping and spot mopping are to undertake this task.</li> <li>Cleaners to wear non-slip shoes and only stand with both feet on floor (this includes corridors) or step while mopping.</li> <li>Wet Floor/Cleaning in progress signs are to be displayed on all approaches to the area being mopped.</li> <li>Only fill bucket with enough water to cover the mop. Do not overfill the bucket.</li> <li>Fill the bucket as close to the area to be cleaned as possible so buckets of water aren't being carried across the store.</li> </ul>
Preparation/Prestart – Scolding	<ul style="list-style-type: none"> <li>Fill bucket with both hot and cold water. Don't use boiling hot water.</li> </ul>
Preparation/Prestart – Exposure to Cleaning Chemicals	<ul style="list-style-type: none"> <li>Only cleaners who have been made aware of the hazards associated with cleaning chemicals are to use cleaning chemicals.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ul>
Mopping or Spot Mopping Floors - Slip, Trip and Fall	<ul style="list-style-type: none"> <li>Ensure to use a damp mop and do not apply excess water to the floor (this includes corridors). Don't allow water to pool on floor. Ensure all excess or spilt water is immediately mopped up.</li> <li>Ensure signs are only displayed while the floor is being mopped. Signs are removed once the floor is dry.</li> <li>Only spot mop a small area at a time so people can move around the area safely.</li> </ul>

<p>Mopping or Spot Mopping Floors – Manual Handling</p>	<ul style="list-style-type: none"> <li>• Mop with smooth strokes, not a vigorous scrubbing action. Don't bend or twist the body to mop under objects.</li> <li>• Move light objects that are easily moved and mop around heavy objects. Seek assistance if heavy objects are required to be moved.</li> <li>• Do not perform mopping operation for extended periods without intervals of alternative tasks.</li> </ul>
<p>Mopping or Spot Cleaning Stairs – Slip, Trip and Fall</p>	<ul style="list-style-type: none"> <li>• Only use a damp mop and do not leave excess water on stairs. Excess or spilt water is immediately mopped up. Use a dry mop head to ensure stairs are dry.</li> <li>• Display Wet Floor signs when mopping the stairs. Signs are removed once the stairs are dry.</li> <li>• Always look behind you to ensure you can see the next step you are stepping onto and secure your footing on each step.</li> <li>• Maintain three points of contact when moving from one stair to another. This means one hand on the hand rail and and two feet on stairs.</li> <li>• Remove items from stairs before mopping to eliminate trip hazards.</li> <li>• If mopping stairs is not on the schedule for the shift and the stairs are dirty in a small area, use a damp cloth with All Purpose Cleaner and spot clean the dirty area.</li> <li>• Only spot clean a small area at a time so people can move around the area safely.</li> </ul>
<p>Removing Stuck Objects and Stickers with Scraper - Cuts</p>	<ul style="list-style-type: none"> <li>• Wear cut-resistant gloves when using scraper.</li> <li>• When using scraper, push away from the body, do not scrape towards yourself or anyone else.</li> <li>• Always place blade protector over blade or ensure the blade is fully retracted when not using the scraper.</li> <li>• Do not carry scraper in pockets.</li> </ul>
<p>Cleaning of biological waste and bodily fluids – including exposure to animal faeces, vomit, human faeces, blood</p>	<ul style="list-style-type: none"> <li>• <a href="#">Refer to HSEQ-PR-019 Infection Control and Disposal of Sharps Procedure</a></li> <li>• Only cleaners who have been made aware of the hazards associated with cleaning up biological waste and body fluids are permitted to clean them.</li> <li>• Wear additional PPE when cleaning biological waste or bodily fluids – mask, protective eye wear, double layer of disposable non-latex gloves.</li> <li>• 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. Do not use a mop on the area until it has been disinfected. Undertake a</li> </ul>

final mop of the area as per above instructions. Ensure water is changed frequently and before undertaking a new cleaning task.

- When cleaning blood use disposable cloth/paper towel to clean the whole area, complete the clean of the area with disinfectant using a disposable cloth/paper towel. Do not use a mop on an area until it has been disinfected.
- 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.

<b>3. Additional Information</b>	
<ul style="list-style-type: none"><li>• For Additional Information contact the HSE Team.</li></ul>	
<b>4. Activity Risk Rating:</b>	<b>Medium (B3)</b>