

## Cinderella's Commercial Cleaning

Cinderella's Services Pty Ltd  
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## CleanWorld Foundation

A New Humanity Collaborative Community Associate  
Foundation Code: CWF-01  
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# Safe Work Method Statement (SWMS)

<b>Project:</b>		<b>SWMS No:</b>	001	<b>Version No:</b>	1.3
<b>Work Activity:</b>	General - clean, builders clean of property, carpet cleaning, window cleaning, strip sealing				
<b>Location:</b>		<b>Date prepared/ reviewed:</b>	11/08/2020		
<b>Employer/Contractor:</b>	Cinderella's Services P/L trading as Cinderella's Commercial Cleaning, CleanWorld Foundation (No ABN)	<b>ABN:</b>	86 111 306 631	<b>Date to be Reviewed:</b>	11/02/2020
<b>Personnel Responsible for Monitoring this Activity:</b>	Supervisors				
<b>Codes of Practice / Standards Consulted:</b>	Work Health and Safety Act 2012 Work Health and Safety Regulations 2012 Code of Practice for Manual Handling (WorkCover Corporation of South Australia) Health and safety at work – Principle and practices, risk management Occupational noise, safety signs for occupational environment.				
<b>Plant and Equipment Required for this Activity:</b>	Vacuum cleaner, steam cleaner and various hand tools such as brooms, mops etc.				
<b>Details of Maintenance Checks Required for this Activity:</b>	Visual inspection of all hand tools and equipment before use. All electrical equipment must have a current electrical inspection tag attached. Tools must in good repair with no sharp edges or splinters on handles.				
<b>Personal Protective Equipment required:</b>	High visibility vest or clothing, safety glasses, safety gloves, safety helmet, safety boots may be required at some sites. Hearing protection, if working in a noisy area or with noisy equipment. All PPE must comply with the relevant Australian Standards, including AS2161, AS2210, AS4501, AS1800 and AS1337.				
<b>Hazardous Materials Used:</b>	Various cleaning products depending upon tasks.				
<b>MSDS Required? (Yes / No)</b>	Yes				
<b>Personnel Qualifications Required for this Activity:</b>	Nil, but white card will be required for work on construction sites. Others may be required by clients.				
<b>Specific Training Required for this Activity:</b>	Cinderella's and/or CleanWorld Foundation induction. Activity Training i.e. training in this SWMS & manual handling training, Initial training in this SWMS will be done as part of the Cinderella's and/or CleanWorld Foundation induction process. Further training, reviews and updates will be communicated through toolbox talks, pre-start meetings and other means.				

Permits required:

Nil

**Personnel consulted on development of this SWMS:**

Name:	Name:
Mark Ferdinands	
Ken Waterfall	

<b>1. SWMS Prepared by:</b>	Name: Ken Waterfall Phone: 0418 893 124 Position: HSE Consultant (SQARE Consulting)	Signature:	Date:
<b>2. Approved by Managing Director</b>	Name: Mark Ferdinands	Signature:	Date:

<b>Hierarchy of Control Definitions</b>
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Controlling the health and safety risks in a workplace is necessary to prevent injury and illness. After assessing the risks, decide on the best way to control them by applying the Hierarchy of Controls as follows:

<b>Level 1</b>	<b>Elimination:</b> - eliminate the hazard completely
<b>Level 2</b>	<b>Substitution:</b> - replacing one substance or activity with a less hazardous one
	<b>Isolation:</b> – separating the hazard from the person
	<b>Engineering:</b> - including installing guards on machinery
<b>Level 3</b>	<b>Administration:</b> - implementing policies and procedures for safe work practices
	<b>Personal Protective Equipment:</b> - use of PPE such as safety glasses, gloves, respirators, and ear plugs

When deciding on the best way to control a risk, start at the top of the hierarchy of controls, i.e. investigate if the risk can be eliminated first, for example by changing the way the work is done, or by using safer substances or equipment. This is the most effective way to control a hazard. If these methods are not possible, use isolation, engineering, administrative and/or PPE controls to reduce or minimise the risk. Often a combination of the above methods is the most reasonably practicable solution.

RISK RATING MATRIX									
		Consequence (C)					Likelihood / Consequence	Risk Class	Action
		Disaster (5)	Major (4)	Moderate (3)	Minor (2)	Insignificant (1)			
Likelihood (L)	Almost certain (5)	25	24	22	19	15	This Risk Class 1 hazard has the potential to: permanently disable or kill cause major damage to the structure have significant impact on the surrounding population and/or environment Would be expected to occur in most circumstances Exposure to the risk would be frequent or continuous	20-25 (High)	Do something about the risks immediately
	Likely (4)	23	21	18	14	10			
	Possible (3)	20	17	13	9	6	This Risk Class 2 hazard has the potential to: temporarily disable or seriously injure cause minor damage to the structure breach the site boundary and pollute local environment Could possibly occur in most circumstances Exposure to the risk would be occasional to infrequent	12-19 (Med)	Do something about these risks as soon as possible
	Remotely Possible (2)	16	12	8	5	3			
	Rare (1)	11	7	4	2	1	This Risk Class 3 hazard has the potential to: cause minor injury/first aid injury be contained within the site boundary May occur at some time Exposure to the risk would be rare to very rare.	1-11 (Low)	Proceed with caution

Consideration must also be given to the duration of exposure to the risk

Activity Break the job down into steps	Potential Safety and Environmental Hazards What can go wrong	Likelihood	Consequence	Initial Risk Rating	Control Measures	Likelihood	Consequence	Residual Risk Rating	Person responsible to ensure control measures are applied
Issue of personal protective equipment (PPE)	N/A	1	1	1	Ensure that adequate PPE is available for all tasks to be completed. Ensure PPE is maintained in good condition. Replace if necessary.	1	1	1	Worker
Arrival at site	Parking in incorrect area	3	1	6	Only park in permitted parking areas. It may be necessary to stop in one location to unload equipment and to then park elsewhere. Follow the site guidelines and instructions from your supervisors. Cinderella's / CleanWorld Foundation takes no responsibility for any parking or traffic fines incurred by workers. Ask your supervisor for further information if in doubt.	2	1	3	Worker
	Entry into unsafe areas	3	3	13	Follow the site-specific guidelines for reporting to the site office or site supervisor as required. Guidelines are to be obtained from the Cinderella's / CleanWorld Foundation supervisor.	1	3	4	Worker

Activity Break the job down into steps	Potential Safety and Environmental Hazards What can go wrong	Likelihood	Consequence	Initial Risk Rating	Control Measures	Likelihood	Consequence	Residual Risk Rating	Person responsible to ensure control measures are applied
	Workers unaware of site rules and conditions that may pose a risk	3	3	13	Follow the site-specific guidelines for reporting to the site office or site supervisor as required. Guidelines and any site rules are to be obtained from the Cinderella's / CleanWorld Foundation supervisor. Some clients may require a site induction which is to be arranged by the Cinderella's / CleanWorld Foundation supervisor. Ask your supervisor for further information if in doubt.  All workers are to be made aware of any significant site changes that may pose a risk to the health & safety of workers.	1	3	4	Worker  Supervisor
Conduct while on site	Conduct that may be unacceptable to Cinderella's / CleanWorld Foundation or to the client, or may pose undue risk to workers or others	3	3	13	Conduct must be in accordance with Cinderella's / CleanWorld Foundation and client requirements, including: <ul style="list-style-type: none"> <li>• Loud and unruly behaviour is not permitted</li> <li>• Swearing or loud music is not permitted</li> <li>• Attending work affected of alcohol or drugs is not permitted</li> <li>• Harassment of any kind is not permitted</li> <li>• Theft and inappropriate or unauthorised use of any item is not permitted.</li> </ul> Breaches may result in disciplinary action, including dismissal.	1	3	4	Worker
Planning and preparation for tasks to be undertaken	Other people entering work area	3	3	13	If practicable, ensure that other people do not enter the immediate work area if tasks may create a hazard, such as wet floors. If exclusion is not permitted or not practicable, use signage to alert others to the hazards.	1	3	4	Worker
	Manual handling injuries	3	3	13	Take care when moving heavier items and use correct lifting techniques as per the Cinderella's / CleanWorld Foundation manual handling training. Consider using a team lift or mechanical aids if moving heavy or awkward objects. Wear safety gloves and safety boots as required. See the SWMS for manual handling for more details.	1	3	4	Worker
	Slips, trips and falls	2	3	8	Plan routes with an awareness of the hazards. Clear up trip hazards, including waste materials.	1	3	4	Worker
	Hazardous or incorrect equipment	2	3	8	Ensure that the correct equipment is available and is in good condition.	1	3	4	Supervisor

Activity Break the job down into steps	Potential Safety and Environmental Hazards What can go wrong	Likelihood	Consequence	Initial Risk Rating	Control Measures	Likelihood	Consequence	Residual Risk Rating	Person responsible to ensure control measures are applied
	Exposure to hazardous substances	4	2	14	Ensure that only cleaning products approved and issued by Cinderella's / CleanWorld Foundation are used. These are environmentally friendly and safe to use under normal conditions. Ensure controls specified in the product Safety Data Sheets (SDS) are used, including the use of PPE. All cleaning products must be labelled correctly. Ensure product Safety Data Sheets are available for all cleaning products.	2	2	5	Worker  Supervisor
	Electrocution and electrical shock	3	5	20	Ensure that all electrical equipment has a current electrical inspection tag attached. Visually check all electrical equipment for damage or faults prior to use. Do not operate electrical equipment in wet areas unless that equipment is specifically designed for use in the wet.	1	5	11	Worker
Unloading of equipment	Manual handling injuries	3	3	13	Take care when moving heavier items and use correct lifting techniques as per the Cinderella's / CleanWorld Foundation manual handling training. Consider using a team lift or mechanical aids if moving heavy or awkward objects. Wear safety gloves and safety boots as required. See the SWMS for manual handling for more details.	1	3	4	Worker
	Impact by another vehicle	2	5	16	Unload in an area clear of other traffic. If a clear area is not available, unload from the side of the vehicle that is away from other traffic, e.g. the side nearest the footpath.	1	5	11	Worker
	Slips, trips and falls	3	3	13	Plan routes with an awareness of the hazards. Clear up trip hazards, including waste materials.	2	3	8	Worker
Setting up and use of equipment – including vacuum, floor polisher etc.	Electrocution and electrical shock	3	5	20	Do not operate electrical equipment in wet areas unless that equipment is specifically designed for use in the wet. Take care when running out electrical lead to avoid damage to lead. Elevate leads on lead hooks or stands if floors are wet or if required under the site rules. Do not "piggy back" leads. Use a residual current device (RCD) if the power supply is not already protected. Where practicable, use battery powered equipment in preference to mains powered equipment. Only trained personnel are to use specialist equipment unsupervised.	1	5	11	Worker

Activity Break the job down into steps	Potential Safety and Environmental Hazards What can go wrong	Likelihood	Consequence	Initial Risk Rating	Control Measures	Likelihood	Consequence	Residual Risk Rating	Person responsible to ensure control measures are applied
Spray Surfaces to be cleaned	Exposure to hazardous substances	4	2	14	Use cleaning products only as directed on container or in the SDS, including the use of PPE. Avoid contact with eyes and skin. Do not spray into the air or towards other personnel. Do not spray cleaning products on objects or surfaces that may be damaged by the products or by water. Wipe down sprayed areas with a clean cloth as per training. When finished, rinse cloth in clean water and return with cleaning chemicals to storage area or to vehicle.	2	2	5	Worker
Mopping floors	Exposure to hazardous substances	3	2	9	Use cleaning products only as directed on container or in the SDS, including the use of PPE. Avoid contact with eyes and skin. When finished, rinse mop in clean water and return, with cleaning chemicals, to storage area or vehicle.	2	2	5	Worker
	Slips on wet floors	3	3	13	“Dry mop” where practicable – use minimal water on mop, or mop leaving as little water on the floor as practicable. If other personnel are in the area or may enter the area prior to the floor drying, ensure caution signage is used at each entry point to any wet area. Ensure all equipment is returned to storage upon completion of task – including signage when floor has dried.	1	3	4	Worker
Cleaning at height	Falls from height and falling objects	2	4	12	Where practicable, cleaning should be done from ground level. Consider the use of long handled cleaning aids to minimise the need to work at heights.  Only trained and licensed /ticketed operators are permitted to use an Elevating Work Platform – only permitted when authorised by Cinderella’s supervisor. Refer to the Cinderella’s / CleanWorld Foundation SWMS for EWP use. Only workers who have been trained in ladder use are permitted to use ladders. Only one person on a ladder at a time. Do not over-reach. Maintain 3 points of contact with the ladder at all times when in use. Select the best ladder for the tasks – preferably a platform ladder if suitable.  If working at height, consider the use of barricading to prevent people other than Cinderella’s workers from access the area below or nearby.	1	4	7	Worker

Activity Break the job down into steps	Potential Safety and Environmental Hazards What can go wrong	Likelihood	Consequence	Initial Risk Rating	Control Measures	Likelihood	Consequence	Residual Risk Rating	Person responsible to ensure control measures are applied
	Manual handling injuries	3	3	13	Be aware of the increased risk of strains and similar injuries when working overhead. Do not extend further than you are comfortable with. Seek assistance if required.	1	3	4	Worker
Collecting sharps	Needle stick injury	2	4	12	Refer to the Cinderella's / CleanWorld Foundation procedure for collecting of sharps, including needles and syringes. Disposal method may vary from site to site. Never pick them up with your hands and always report them to your supervisor.	1	3	4	Worker
Pack up, clean up and leave site.	Waste not disposed of correctly	3	3	13	Ensure all waste is disposed of correctly, recycling where practicable to do so. Liaise with your supervisor if in doubt about any site specific requirements. Empty cleaning chemical containers are to be returned to Cinderella's / CleanWorld Foundation unless instructed otherwise by you supervisor. Ensure all equipment has been returned to the storage area or vehicle. Prior to leaving the site, follow any site specific requirements for reporting etc. and ensure that any security arrangements are followed such as turning on alarms and/or locking up.	1	3	4	Worker
Driving to and from site	Traffic accidents	3	3	13	Only licensed drivers are to drive to and from Cinderella's / CleanWorld Foundation work sites. Drivers must follow all road rules including obeying parking restrictions. Cinderella's / CleanWorld Foundation takes no responsibility for traffic or parking fines or infringements.	2	3	8	Worker
General	Failure to comply with the content and intent of this SWMS may result in injury to persons or damage to equipment	2	3	8	Ongoing inspections by Cinderella's / CleanWorld Foundation supervisors and other staff may be conducted to ensure all members of the team involved with this work are compliant with the requirements of this SWMS. Task observations may also be carried out to ensure compliance with this SWMS.	1	3	4	Supervisor
General	Environment in which the activities are carried out changes or hazards are identified which were previously unidentified, resulting in unacceptable	3	3	13	Work is to cease immediately when the environment changes and there is an identified need to re-assess exposure to risk. Immediately notify the Supervisor who will, in consultation with the work group, review this SWMS and then submit those changes to the Cinderella's / CleanWorld Foundation management team as required for review and approval.	1	3	4	Worker

Activity Break the job down into steps	Potential Safety and Environmental Hazards What can go wrong	Likelihood	Consequence	Initial Risk Rating	Control Measures	Likelihood	Consequence	Residual Risk Rating	Person responsible to ensure control measures are applied
	risk to persons or property. i.e. rain, wet conditions, high winds, electrical storms, poor lighting, etc.				<b>Provided the changes as outlined do not diminish the standard of controls</b> , work may continue until the next shift provided that any changes are noted on the SWMS and signed by all workers working under the revised SWMS, or a documented toolbox talk held to identify any changes. Alternatively, the activity may be deferred until the unacceptable risk is no longer present (such as the passing of an electrical storm).				Supervisor

*The hazards identified and risk control methods described in this Safe Work Method Statement may not be exhaustive. It is the responsibility of the persons carrying out the work activities to identify the hazards, assess the likelihood and consequences of the associated risks, and implement adequate controls, prior to commencing work.*

**SWMS NO1 V1.0.DOCM  
SUPERVISOR SIGNON**

I, the undersigned supervisor, confirm that I have checked all qualifications/licences and verify that they are applicable and current. I have ensured that all inductions have taken place and that all equipment, hand tools, electrical leads, ladders etc. are properly maintained and safe to use. I have issued all relevant permits and have ensured to the best of my ability that the work area is safe and that works will not damage any property or injure any persons.

Name	Signature	Date	Time	Name	Signature	Date	Time



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**SWMS NO1 V1.0.DOCM**  
**SWMS SIGNON**

I the undersigned, confirm that I clearly understand and accept the above SWMS. I also confirm that any required qualifications to undertake this activity are current. I also clearly understand the controls in this SWMS must be applied as documented, otherwise work is to cease immediately and the Supervisor is to be consulted.

Name	Signature	Date	Time	Name	Signature	Date	Time

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