

SAFER task checklist

OHS work skills matrix and major hazard management modules

Bathroom/toilet cleaning



This 'SAFER task checklist' has been designed to assist cleaning operators identify and assess common hazards associated with bathroom and toilet care and recommends actions to minimise the risk of injury whilst performing the task.

The 'SAFER task checklist' is to be used by cleaning operators who may clean amenity areas. Cleaning operators are encouraged to use the checklist before commencing work in this situation to eliminate or minimise any risk exposures.

If you are not sure how to use the checklist or have answered 'no' to any of the 'fix it' recommendations, please consult your supervisor.

See it

Common hazards to operators are generally associated with:

- the way the cleaning task is performed (the task)
- characteristics of the type of equipment used
- skills, experience, physical capabilities of the user (the person)
- the working conditions, the setting and other people (the environment).

Assess it

- Chemical use
- Poor labelling of decanted substances in bottles
- Repetitive arm movements when wiping down surfaces and mopping
- Pushing and pulling trolleys
- Disposing of rubbish
- Possible needle stick injuries
- Falls from excess water on floors
- Exposure to bodily waste ie, faeces/urine/blood
- Exposure to bacteria/virus infections
- Odours
- Lifting
- Twisting action of back
- Bending and stooping
- Slips, trips or falls

Bathroom/toilet cleaning

OHS work skills matrix and major hazard management modules

Fix it

	Recommend	Actioned	
		Yes	No
1. Select the correct commercially prepared chemicals for the cleaning task ie, disinfectants and cleaning solutions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Where chemicals are to be prepared use the correct amounts as directed on labels/procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Select the appropriate equipment for the task.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Wear personal protective equipment when cleaning urinals, toilet bowls, hand basins and mirrors ie, gloves at all times and non-slip rubber soled shoes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. When working at floor level, kneel or squat down.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Avoid reaching into semi-hidden areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. When working at bench height, get close to the area you're cleaning. Start at the nearest point then work outwards, using even strokes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Empty bins by removing liners only or directly pouring contents into the collection container.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. When mopping, only half fill buckets to reduce weight.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Remove any excess water.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Place warning signs 'Danger wet floors' to warn others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluate it

The control measures should be evaluated both during and after implementation. Possible questions are:

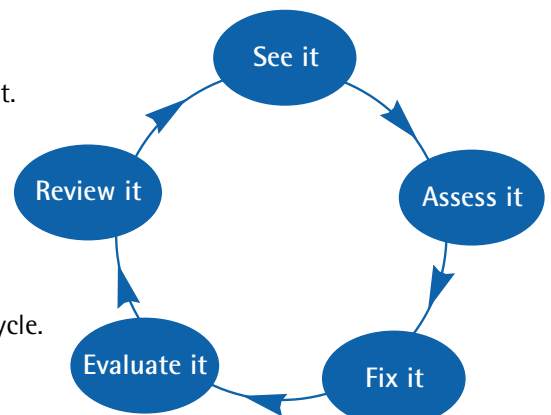
• Has the 'fix it' recommendations eliminated or reduced the risks associated with bathroom and toilet cleaning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Can an alternative chemical substance be used?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Has the 'fix it' recommendations created a new hazard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a need for information, instruction and training for people at the time of implementing the control measure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Review it

A review of the entire hazard management process should be performed at regular intervals during the term of the contract.

- This can be part of a regular inspection, when the work environment changes or when work practices change, to ensure that no new hazards have been introduced.
- It could also be part of a system audit.

This review process completes the continuous improvement cycle.



SAFER task checklist

OHS work skills matrix and major hazard management modules

Buffing floors



This 'SAFER task checklist' has been designed to assist cleaning operators identify and assess common hazards associated with buffing floors and recommends actions to minimise the risk of injury whilst performing the task.

Buffing is a task that presents a range of common hazards to operators. The 'SAFER task checklist' is to be used by cleaning operators who perform buffing tasks as part of their duties. Cleaning operators are encouraged to use the checklist before commencing the buffing task to eliminate or minimise any risk exposures.

If you are not sure how to use the checklist or have answered 'no' to any of the 'fix it' recommendations, please consult your supervisor.

See it

Common hazards to operators are generally associated with:

- the way the cleaning task is performed (the task)
- characteristics of the type of plant and equipment
- skills, experience, physical capabilities of the user (the person)
- the working conditions, the setting and other people (the environment).

Assess it

- Poor preparation of the area
- Possibility of electric shock
- Size of the floor area
- Available power source
- Poor maintenance of equipment
- Manual handling difficulties
- Vibration
- Incorrect pad type fitted for floor surface and conditions
- Poor preparation of buffing solution
- Lack of training or experience in the use of equipment
- Number and type of obstacles
- Flexible cords may present tripping hazards to the operator and others
- Warning signs not used
- Personal protective equipment not used
- Slips, trips and falls

Buffing floors

OHS work skills matrix and major hazard management modules

Fix it

	Recommend	Actioned	
		Yes	No
1. Select a well maintained polisher.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Select and fit an appropriate pad or brush to suit the floor surface and condition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Ensure that the flexible cords have been inspected, tested and tagged by a competent person.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Visually inspect the cord and plug for damage. If damaged, replace unit and report it to your supervisor. Remove from service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ensure that power outlets are RCD protected. If not, use portable RCD units.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Place "Danger wet floor" signs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Prepare the work area ie, sweep and damp mop the floor area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Use the recommended amount of detergent in water.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Prepare buffing solution in spray bottle wearing the recommended personal protective equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Spray the buffing solution approximately half a metre from the floor, using a fine mist ahead of the buffer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Machine burnish over the sprayed area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Buff the edges first.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Buff the floor using a sweeping action.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Avoid reaching too far whilst burnishing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Avoid burnishing for long periods of time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Sweep floors after burnishing if required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Wear appropriate footwear ie, rubber soled, non-slip shoes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Wash and clean equipment thoroughly, remove pad or brush before storage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluate it

The control measures should be evaluated both during and after implementation. Possible questions are:

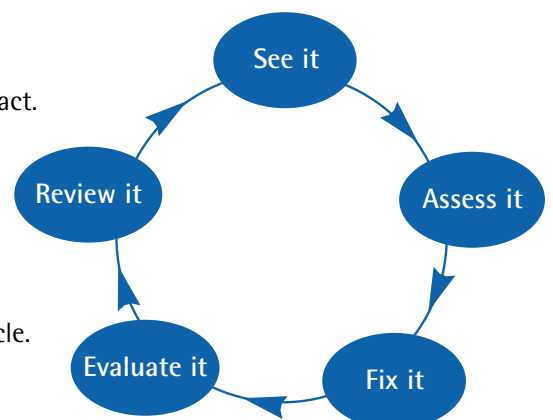
- Has the 'fix it' recommendations eliminated or reduced the risks associated with the buffing?
- Has the 'fix it' recommendations created a new hazard?
- Is there a need for information, instruction and training for people at the time of implementing the control measure?

Review it

A review of the entire hazard management process should be performed at regular intervals during the term of the contract.

- This can be part of a regular inspection, when the work environment changes or when work practices change, to ensure that no new hazards have been introduced.
- It could also be part of a system audit.

This review process completes the continuous improvement cycle.



SAFER task checklist

OHS work skills matrix and major hazard management modules

Carpet cleaning



This 'SAFER task checklist' has been designed to assist cleaning operators identify and assess common hazards associated with carpet cleaning and recommends actions to minimise the risk of injury whilst performing the task.

The 'SAFER task checklist' is to be used by cleaning operators who are required to clean carpets, whether it be dry, shampoo or steam on a regular basis. Cleaning operators are encouraged to use the checklist before commencing work to eliminate or minimise any risk exposures.

If you are not sure how to use the checklist or have answered 'no' to any of the 'fix it' recommendations, please consult your supervisor.

See it

Common hazards to operators are generally associated with:

- the way the cleaning task is performed (the task)
- characteristics of the type of equipment used
- skills, experience, physical capabilities of the user (the person)
- the working conditions, the setting and other people (the environment).

Assess it

- Use of chemicals ie, decanting/mixing/spraying/spills
- Electrical
- Damage to floors/paint work/furniture
- Manual handling involving shifting furniture
- Use of equipment ie, vacuum cleaner (upright/backpack), dry cleaning buffing machine and carpet rake
- No material safety data sheets supplied with substance
- Procedures not followed
- Personal protective equipment not worn

Carpet cleaning

OHS work skills matrix and major hazard management modules

Fix it

	Recommend	Actioned	
		Yes	No
1. Select a well maintained dry cleaning buffing machine.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Select and fit an appropriate pad.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Ensure that the flexible cords have been inspected, tested and tagged by a competent person.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Visually inspect the cord and plug for damage. If damaged replace unit and report it to your supervisor. Remove from service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ensure that power outlets are RCD protected. If not, use portable RCD units.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Check the safety requirements on material safety data sheets or labels of chemicals used and follow manufacturer's instructions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Wear appropriate personal protective equipment ie, gloves.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Inspect the carpets and report faulty joints, delaminating holes and stains.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Remove light furniture and obtain assistance where heavier items require shifting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Place plastic squares under legs of remaining furniture.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Vacuum the area with suitable vacuum cleaner for the job ie, backpack preferred.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Wear gloves when spot cleaning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Avoid spraying dry cleaning fluid on paintwork and furniture.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Buff carpet in a circular motion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Ventilate rooms if necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluate it

The control measures should be evaluated both during and after implementation. Possible questions are:

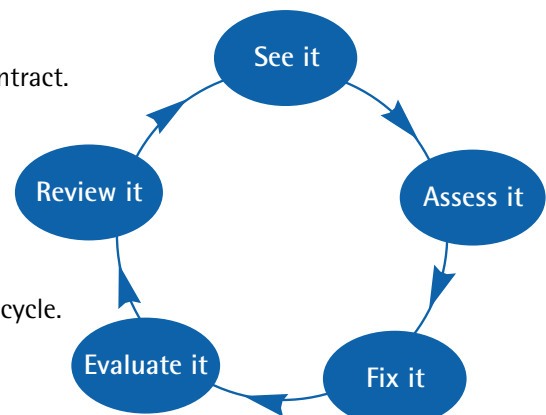
• Has the 'fix it' recommendations eliminated or reduced the risks associated with chemical use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Can an alternative chemical substance be used?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Has the 'fix it' recommendations created a new hazard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a need for information, instruction and training for people at the time of implementing the control measure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Review it

A review of the entire hazard management process should be performed at regular intervals during the term of the contract.

- This can be part of a regular inspection, when the work environment changes or when work practices change, to ensure that no new hazards have been introduced.
- It could also be part of a system audit.

This review process completes the continuous improvement cycle.



SAFER task checklist

OHS work skills matrix and major hazard management modules

Chemical use



This 'SAFER task checklist' has been designed to assist cleaning operators identify and assess common hazards associated with chemical use and recommends actions to minimise the risk of injury whilst performing the task.

The use of chemicals is a growing concern to operators. The 'SAFER task checklist' is to be used by cleaning operators who may use, handle, prepare, store and transport chemicals in the workplace. Cleaning operators are encouraged to use the checklist before commencing work in this situation to eliminate or minimise any risk exposures.

If you are not sure how to use the checklist or have answered 'no' to any of the 'fix it' recommendations, please consult your supervisor.

See it

Common hazards to operators are generally associated with:

- the way the cleaning task is performed (the task)
- characteristics of the type of equipment used
- skills, experience, physical capabilities of the user (the person)
- the working conditions, the setting and other people (the environment).

Assess it

- Hazardous chemical
- Poor labelling
- Decanting of chemical
- Mixing of chemicals
- Exposure to splashes
- Exposure to fumes or mists
- Exposure to powders or dusts
- Poor storage practices of chemicals
- Handling of bulk chemicals
- Spills of chemicals
- No material safety data sheets supplied with substance
- Procedures not followed
- Personal protective equipment not worn

Chemical use

OHS work skills matrix and major hazard management modules

Fix it

	Recommend	Actioned	
		Yes	No
1. Chemicals are labelled.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Material safety data sheets are kept near the workplace.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Select correct commercially prepared chemicals for the cleaning task.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Where chemicals are to be prepared, use the correct amounts as directed on labels/procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Where chemicals are prepared, ensure the area is well ventilated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Wear personal protective equipment when handling or preparing chemical solutions ie, eye protection, gloves, mask (if required) and foot wear.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. When substances are decanted into smaller containers or spray bottles, label them correctly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. First aid equipment and procedures are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Procedures are in place to contain large spills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Lock and store chemicals away.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. In bulk storage areas, containers with taps are not leaking or drip buckets are used to contain minor leaks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluate it

The control measures should be evaluated both during and after implementation. Possible questions are:

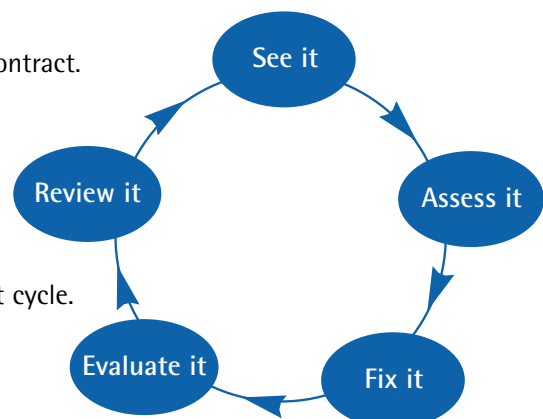
• Has the 'fix it' recommendations eliminated or reduced the risks associated with chemical use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Can an alternative chemical substance be used?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Has the 'fix it' recommendations created a new hazard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a need for information, instruction and training for people at the time of implementing the control measure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Review it

A review of the entire hazard management process should be performed at regular intervals during the term of the contract.

- This can be part of a regular inspection, when the work environment changes or when work practices change, to ensure that no new hazards have been introduced.
- It could also be part of a system audit.

This review process completes the continuous improvement cycle.



SAFER task checklist

OHS work skills matrix and major hazard management modules

Clinical/pharmaceutical waste



This 'SAFER task checklist' has been designed to assist cleaning operators identify and assess common hazards associated with handling and removing clinical waste and recommends actions to minimise the risk of injury whilst performing the task.

The handling and removal of clinical/pharmaceutical waste is a growing concern to operators. The 'SAFER task checklist' is to be used by cleaning operators who may work in these type of environments. Cleaning operators are encouraged to use the checklist before commencing work in this situation to eliminate or minimise any risk exposures.

If you are not sure how to use the checklist or have answered 'no' to any of the 'fix it' recommendations, please consult your supervisor.

See it

Common hazards to operators are generally associated with:

- the way the cleaning task is performed (the task)
- characteristics of the type of equipment used
- skills, experience, physical capabilities of the user (the person)
- the working conditions, the setting and other people (the environment).

Assess it

- The handling, storage, transport and disposal of clinical waste
- Skin penetrating objects ie, needles/sharps
- Contact with infectious waste
- Contact with blood products/animal carcasses
- Soiled linen/dressings
- Chemicals from laboratories
- Discarded prescribed drugs
- Waste or residue generated from producing and preparing drugs
- Personal protective equipment not worn
- Disposing of material in the wrong receptacle

Clinical/pharmaceutical waste

OHS work skills matrix and major hazard management modules

Fix it

	Recommend	Actioned	
		Yes	No
1. Avoid using and handling needles and sharp objects.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Use rigid, puncture-proof containers for disposing of needles and sharps.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Label containers correctly for specific types of wastes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Avoid handling linen or soiled laundry items.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Use heavy gloves when emptying bins.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Wear suitable protective clothing, such as overalls, gloves, face mask and footwear.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. A procedure is in place for staff when treating cuts or using dressings on wounds.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Staff are immunised ie, for hepatitis, tetanus or Q fever.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Maintain high standards of personal hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Spill absorption material is available for use in liquid spills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Disposal procedures are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluate it

The control measures should be evaluated both during and after implementation. Possible questions are:

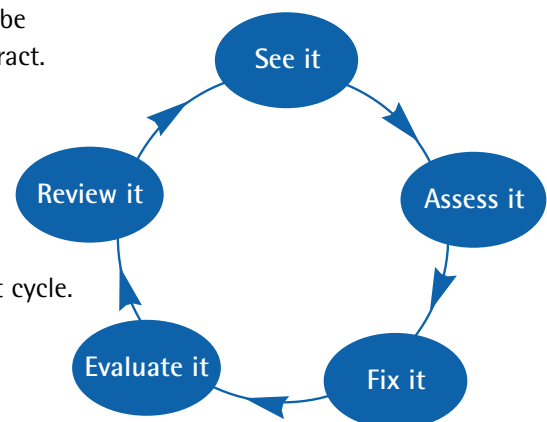
• Has the 'fix it' recommendations eliminated or reduced the risks associated with clinical/pharmaceutical waste?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Has the 'fix it' recommendations created a new hazard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a need for information, instruction and training for people at the time of implementing the control measure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Review it

A review of the entire hazard management process should be performed at regular intervals during the term of the contract.

- This can be part of a regular inspection, when the work environment changes or when work practices change, to ensure that no new hazards have been introduced.
- It could also be part of a system audit.

This review process completes the continuous improvement cycle.



SAFER task checklist

OHS work skills matrix and major hazard management modules

Dusting



This 'SAFER task checklist' has been designed to assist cleaning operators identify and assess common hazards associated with dusting and recommends actions to minimise the risk of injury whilst performing the task.

The 'SAFER task checklist' is to be used by cleaning operators who may be required to perform dusting duties in the workplace. Cleaning operators are encouraged to use the checklist before commencing work in this situation to eliminate or minimise any risk exposures.

If you are not sure how to use the checklist or have answered 'no' to any of the 'fix it' recommendations, please consult your supervisor.

See it

Common hazards to operators are generally associated with:

- the way the cleaning task is performed (the task)
- characteristics of the type of equipment used
- skills, experience, physical capabilities of the user (the person)
- the working conditions, the setting and other people (the environment).

Assess it

- Repetitive arm movements
- Dust exposure
- Stretching
- Falling objects from tall furniture
- Falls from furniture

Dusting

OHS work skills matrix and major hazard management modules

Fix it

1. Select appropriate equipment for the cleaning task.
2. Dust from the top to the bottom.
3. Remove items or waste that are left on top of tall furniture.
4. Use duster with long handle to avoid reaching or stretching for tall furniture.
5. Use a stepping stool or step ladder to reach any high places.
6. Start at the nearest point, working outwards.
7. Use even strokes to cover the entire area.
8. Move your feet and stand as close as possible to the area that you are working on.

	Recommend	Actioned	
		Yes	No
1. Select appropriate equipment for the cleaning task.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Dust from the top to the bottom.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Remove items or waste that are left on top of tall furniture.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Use duster with long handle to avoid reaching or stretching for tall furniture.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Use a stepping stool or step ladder to reach any high places.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Start at the nearest point, working outwards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Use even strokes to cover the entire area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Move your feet and stand as close as possible to the area that you are working on.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluate it

The control measures should be evaluated both during and after implementation. Possible questions are:

- Has the 'fix it' recommendations eliminated or reduced the risks associated with dusting?
- Has the 'fix it' recommendations created a new hazard?
- Is there a need for information, instruction and training for people at the time of implementing the control measure?

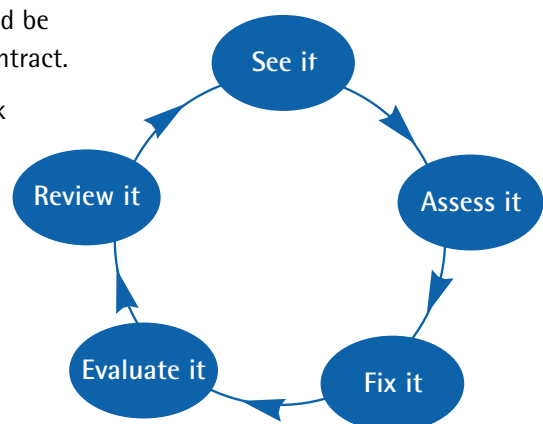
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Review it

A review of the entire hazard management process should be performed at regular intervals during the term of the contract.

- This can be part of a regular inspection, when the work environment changes or when work practices change, to ensure that no new hazards have been introduced.
- It could also be part of a system audit.

This review process completes the continuous improvement cycle.



SAFER task checklist

OHS work skills matrix and major hazard management modules

Emptying bins



This 'SAFER task checklist' has been designed to assist cleaning operators identify and assess common hazards associated with emptying bins and recommends actions to minimise the risk of injury whilst performing the task.

Sprains, strains and back injuries associated with the manual handling of bins is a growing concern to operators. The 'SAFER task checklist' is to be used by cleaning operators who perform cleaning duties involving lifting, carrying and emptying bins. Cleaning operators are encouraged to use the checklist before removing rubbish to eliminate or minimise any risk exposures.

If you are not sure how to use the checklist or have answered 'no' to any of the 'fix it' recommendations, please consult your supervisor.

See it

Common hazards to operators are generally associated with:

- the way the cleaning task is performed (the task)
- characteristics of the type of equipment used
- skills, experience, physical capabilities of the user (the person)
- the working conditions, the setting and other people (the environment).

Assess it

- Collecting and emptying rubbish into industrial bins
- Pushing and pulling trolleys and sulo bins
- Carrying and dragging drag bags
- Removing filled bags on trolleys
- Frequent bending and lifting
- Overloaded bags on trolleys and drag bags
- Height of industrial waste bins
- No spring lids or lockable positions of lids on industrial bins
- Poorly maintained or damaged bins
- Weight of bins
- Cuts and abrasions from bins and waste
- Cluttered workplace causing falls
- Carrying drag bags up and down stairs
- Poor external lighting
- Terrain
- Needle stick injury
- Slips, trips and falls

Emptying bins

OHS work skills matrix and major hazard management modules

Fix it

	Recommend	Actioned	
		Yes	No
1. Plan the task ahead.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Select the appropriate equipment trolley verses drag bags.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Place industrial bins in a suitable location to minimise the distance travelled to empty bins.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Industrial bins have spring loaded or lockable lid positions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Use lifts in high rise buildings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Use trolleys and bins with handles, ball castors or wheels.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Use bins made from light-weight materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Avoid overloading drag bags and trolley bags by emptying bags and trolleys frequently.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Ensure regular maintenance of trolleys, with special attention to castors and wheels.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Carry out warm up exercises prior to, and warm down exercise on the completion of, the cleaning task.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Receive training in manual handling techniques.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Wear appropriate footwear eg, heavy duty non-slip shoes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Wear gloves when handling rubbish bins.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Adequate lighting provided for external areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. External terrain is in good condition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluate it

The control measures should be evaluated both during and after implementation. Possible questions are:

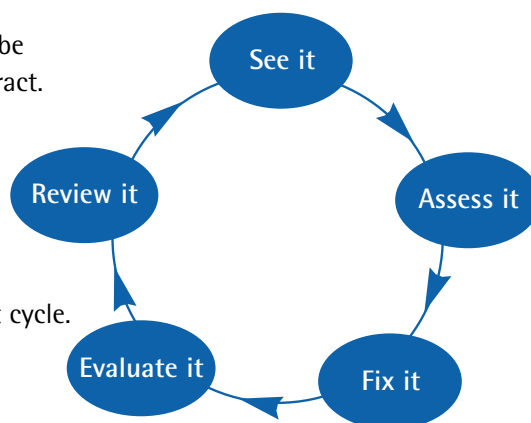
• Has the 'fix it' recommendations eliminated or reduced the risks associated with emptying bins?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Has the 'fix it' recommendations created a new hazard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a need for information, instruction and training for people at the time of implementing the control measure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Review it

A review of the entire hazard management process should be performed at regular intervals during the term of the contract.

- This can be part of a regular inspection, when the work environment changes or when work practices change, to ensure that no new hazards have been introduced.
- It could also be part of a system audit.

This review process completes the continuous improvement cycle.



SAFER task checklist

OHS work skills matrix and major hazard management modules

Mopping



This 'SAFER task checklist' has been designed to assist cleaning operators identify and assess common hazards associated with mopping and recommends actions to minimise the risk of injury whilst performing the task.

Mopping is a task that presents a range of common hazards to operators. The 'SAFER task checklist' is to be used by cleaning operators who perform mopping tasks as part of their duties. Cleaning operators are encouraged to use the checklist before commencing the mopping task to eliminate or minimise any risk exposures.

If you are not sure how to use the checklist or have answered 'no' to any of the 'fix it' recommendations, please consult your supervisor.

See it

Common hazards to operators are generally associated with:

- the way the cleaning task is performed (the task)
- characteristics of the type of equipment used
- skills, experience, physical capabilities of the user (the person)
- the working conditions, the setting and other people (the environment).

Assess it

- Twisting of the back repetitively
- Mops are usually wet, making them heavy and demanding on the muscles of the hands and arms
- Requires operator to empty, fill, lift and carry buckets of water
- Wrong selection and/or amount of detergent used in buckets
- The overloading of equipment on trolleys
- Wrong type of trolley for the task may cause a loss of control of them, causing injury to the operator or others in the area
- Poorly designed or poorly maintained equipment and tools eg, splinters from wooden mop handles
- Hurrying to complete the task
- Equipment may present tripping hazards to others
- Moving equipment or trolleys over different floor surfaces or floor levels
- Contaminated floor surfaces or excess water
- Slips, trips and falls
- 'Danger wet floor' signs are not displayed

Mopping

OHS work skills matrix and major hazard management modules

Fix it

	Recommend	Actioned	
		Yes	No
1. Check the condition of the mop handle. Replace older items with more appropriate equipment for the task.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Use approved detergent and amount as pre-determined in your instructions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Use wheel-based trolleys and buckets on wheels that make transportation easier and minimise lifting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. When filling the bucket with warm water, use a hose attachment for the tap if the tap fitting is high.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Fill the bucket up half way only.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Use a plastic bucket to minimise weights lifted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Place 'Danger wet floor' signs at either end of the area to be mopped.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Wring the mop as dry as possible to minimise excess water.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Change solution in the bucket as required to avoid the water becoming too dirty.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Allow an area for a dry passageway for pedestrian use. Half a corridor should always be free for pedestrian traffic.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Mop sections of approximately two metres only.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Place equipment within the 'Danger wet floor' area to reduce tripping hazards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Train operator in manual handling techniques	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Wear appropriate footwear ie, rubber soled, non-slip shoes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluate it

The control measures should be evaluated both during and after implementation. Possible questions are:

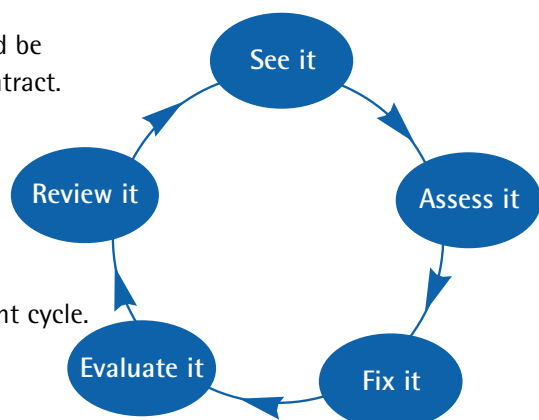
• Has the 'fix it' recommendations eliminated or reduced the risks associated with mopping?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Has the 'fix it' recommendations created a new hazard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a need for information, instruction and training for people at the time of implementing the control measure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Review it

A review of the entire hazard management process should be performed at regular intervals during the term of the contract.

- This can be part of a regular inspection, when the work environment changes or when work practices change, to ensure that no new hazards have been introduced.
- It could also be part of a system audit.

This review process completes the continuous improvement cycle.



SAFER task checklist

OHS work skills matrix and major hazard management modules

Occupational violence



This 'SAFER task checklist' has been designed to assist cleaning operators identify and assess common hazards associated with occupational violence and recommends actions to minimise the risk of injury whilst performing the task.

Exposure to occupational violence is a growing concern to operators. The 'SAFER task checklist' is to be used by cleaning operators who perform cleaning duties when working in isolation. Cleaning operators are encouraged to use the checklist before commencing work in this situation to eliminate or minimise any risk exposures.

If you are not sure how to use the checklist or have answered 'no' to any of the 'fix it' recommendations, please consult your supervisor.

See it

Occupational violence can be defined as:

- workplace violence deals with a broad range of behaviours and circumstances that can be present both inside and outside the workplace
- any incident in which an employee is abused, threatened or assaulted by a member of the public in circumstances arising from his or her employment
- violence include acts or verbal, physical and psychological intimidation.

Assess it

- Reported incidents of violence in the business district or industry
- Working in isolation or alone
- Working after hours ie, early morning or at night
- Poor lighting in the workplace/premises
- Where cash is being handled on the premises
- Cluttered work environment
- Access by poor security measure ie, inappropriate door/window locks
- Lack of security equipment
- Lack of training
- Lack of policy and procedures
- Arguments or conflicts with workmates

Occupational violence

OHS work skills matrix and major hazard management modules

Fix it

	Recommend	Actioned	
		Yes	No
1. A policy and procedure is in place at your workplace to deal with occupational violence in the workplace.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. There is adequate lighting both inside and in the surrounding areas of the premises/building.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The locks on doors and windows are suitable and good quality.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Doors are securely locked and of solid construction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Where possible change routine ie, vary the times when you commence work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Access controls are fitted to doors.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Alarms and sensors are activated on arrival.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Procedures are in place to contact security, provide access codes and timeframes when alarms are deactivated and monitored by security organisations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Staff have been trained in policies and procedures for occupational violence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. A mechanism is in place for staff to be contacted at regular intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Communication devices are provided to staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Staff are aware of building alarms and evacuation procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. There are safe areas for staff to retreat to in the event of an emergency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Staff have been informed of any night tenants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Where possible leave premises or buildings in groups or with others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluate it

The control measures should be evaluated both during and after implementation. Possible questions are:

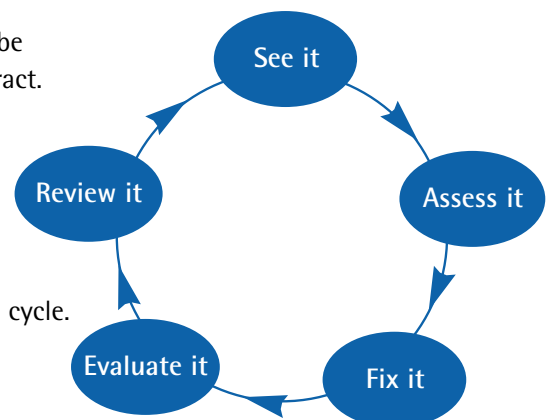
• Has the 'fix it' recommendations eliminated or reduced the risks associated with occupational violence?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Has the 'fix it' recommendations created a new hazard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a need for information, instruction and training for people at the time of implementing the control measure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Review it

A review of the entire hazard management process should be performed at regular intervals during the term of the contract.

- This can be part of a regular inspection, when the work environment changes or when work practices change, to ensure that no new hazards have been introduced.
- It could also be part of a system audit.

This review process completes the continuous improvement cycle.



SAFER task checklist

OHS work skills matrix and major hazard management modules

Stripping floors



This 'SAFER task checklist' has been designed to assist cleaning operators identify and assess common hazards associated with stripping floors and recommends actions to minimise the risk of injury whilst performing the task.

Stripping floors is a task that presents a range of common hazards to operators. The 'SAFER task checklist' is to be used by cleaning operators who perform stripping floor tasks as part of their duties. Cleaning operators are encouraged to use the checklist before commencing the stripping of floors to eliminate or minimise any risk exposures.

If you are not sure how to use the checklist or have answered 'no' to any of the 'fix it' recommendations, please consult your supervisor.

See it

Common hazards to operators are generally associated with:

- the way the cleaning task is performed (the task)
- characteristics of the type of equipment used
- skills, experience, physical capabilities of the user (the person)
- the working conditions, the setting and other people (the environment).

Assess it

- Possibility of electric shock
- Size of the floor area
- Available power source
- Poorly maintained equipment
- Having difficulty or losing control of the auto scrubber
- Vibration
- Chemical exposure
- Poor preparation of stripping solution
- Poor ventilation
- Poor preparation of floor surface and damage to other floor coverings
- Lifting and moving any obstructions or furniture items
- Shifting equipment between floor levels, up and down a flight of stairs
- Flexible cords may present tripping hazards to the operator and others
- Warning signs not used
- Personal protective equipment not used
- Slips, trips and falls

Stripping floors

OHS work skills matrix and major hazard management modules

Fix it

	Recommend	Actioned	
		Yes	No
1. Select a well maintained auto scrubber and doodle bug.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Select appropriate pad to suit the floor surface and condition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Use padded handles to reduce adverse effects from vibrations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Adjust handles to suit the operator.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ensure that the flexible cords have been inspected, tested and tagged by a competent person.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Visually inspect the cord and plug for damage. If damaged replace unit and report it to your supervisor. Remove from service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Ensure that power outlets are RCD protected. If not, use portable RCD units.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Place 'Danger wet floor' signs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Prepare stripping solution as directed in a well ventilated area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Apply solution to area and avoid contact with other floor coverings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Avoid drying off before slurry is removed, approximately five minutes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Whilst using auto scrubber, avoid reaching too far.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Ensure the flexible cord is kept behind the operator and auto scrubber.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Scour off any bad marks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Ensure the area is double scrubbed and overlapped.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Remove any slurry using squeegee, mop and bucket.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Allow floor to dry.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Wear appropriate footwear ie, rubber soled, non-slip shoes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Allow floor to dry before commencing burnishing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluate it

The control measures should be evaluated both during and after implementation. Possible questions are:

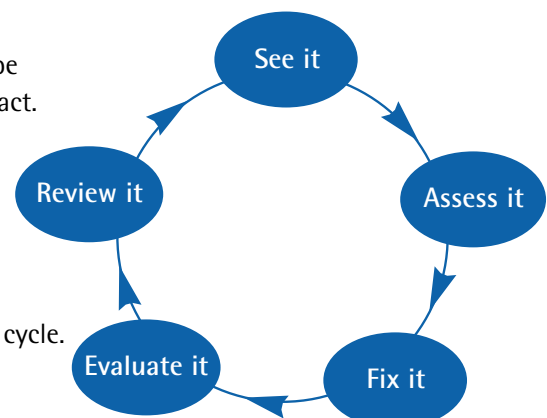
• Has the 'fix it' recommendations eliminated or reduced the risks associated with stripping floors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Has the 'fix it' recommendations created a new hazard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a need for information, instruction and training for people at the time of implementing the control measure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Review it

A review of the entire hazard management process should be performed at regular intervals during the term of the contract.

- This can be part of a regular inspection, when the work environment changes or when work practices change, to ensure that no new hazards have been introduced.
- It could also be part of a system audit.

This review process completes the continuous improvement cycle.



SAFER task checklist

OHS work skills matrix and major hazard management modules

Sweeping



This 'SAFER task checklist' has been designed to assist cleaning operators identify and assess common hazards associated with sweeping and recommends actions to minimise the risk of injury whilst performing the task.

Sweeping is a task that presents a range of common hazards to operators. The 'SAFER task checklist' is to be used by cleaning operators who perform sweeping tasks as part of their duties. Cleaning operators are encouraged to use the checklist before commencing the sweeping task to eliminate or minimise any risk exposures.

If you are not sure how to use the checklist or have answered 'no' to any of the 'fix it' recommendations, please consult your supervisor.

See it

Common hazards to operators are generally associated with:

- the way the cleaning task is performed (the task)
- characteristics of the type of equipment used
- skills, experience, physical capabilities of the user (the person)
- the working conditions, the setting and other people (the environment).

Assess it

- Often performed for long periods of time and on a frequent basis
- Leaning forward and reaching
- Poor or wrong selection of equipment for the task
- The equipment is too heavy for the person
- Broom handles in poor condition
- Pushing, pulling and lifting furniture and items in the area to be swept
- Bending under low heavy furniture
- Larger and various types of waste in the work area
- Excess dust in dirty areas
- Not following standard practices in procedures
- Poor storage practices of equipment
- Slips, trips and falls

Sweeping

OHS work skills matrix and major hazard management modules

Fix it

	Recommend	Actioned	
		Yes	No
1. Select suitable equipment to complete the task ie, broom, dust mop most suited for the surface.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Select equipment that is not too heavy for you to use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Check that equipment is in good condition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Remove larger items of waste prior to sweeping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Avoid handling any syringes or medical or chemical spill wastes with your hands.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Sweep following a straight line, pushing the broom and dirt away from you.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Use overlapping strokes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Maintain an upright posture at all times. This can be achieved by minimising the length of the broom stroke.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. When sweeping, place dirt in smaller piles and remove frequently.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Move or shift only lighter items of furniture. Get assistance for larger and heavier items.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Kneel when using a banister brush and dust pan under low items.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Use safety glasses or a dust mask in dirty environments.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Wear appropriate footwear ie, rubber soled, non-slip shoes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Store equipment appropriately when not used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluate it

The control measures should be evaluated both during and after implementation. Possible questions are:

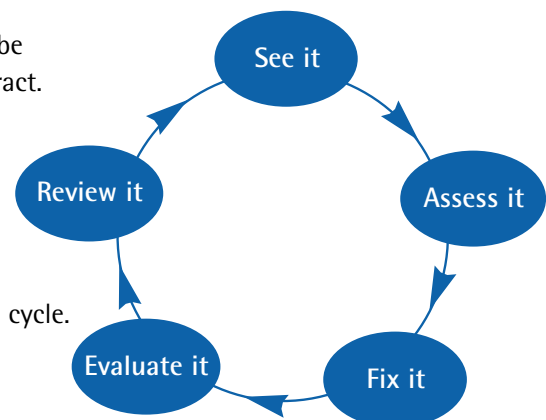
• Has the 'fix it' recommendations eliminated or reduced the risks associated with sweeping?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Has the 'fix it' recommendations created a new hazard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a need for information, instruction and training for people at the time of implementing the control measure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Review it

A review of the entire hazard management process should be performed at regular intervals during the term of the contract.

- This can be part of a regular inspection, when the work environment changes or when work practices change, to ensure that no new hazards have been introduced.
- It could also be part of a system audit.

This review process completes the continuous improvement cycle.



SAFER task checklist

OHS work skills matrix and major hazard management modules

Vacuumping



This 'SAFER task checklist' has been designed to assist cleaning operators identify and assess common hazards associated with vacuuming and recommends actions to minimise the risk of injury whilst performing the task.

Vacuumping is a task that presents a range of common hazards to operators. The 'SAFER task checklist' is to be used by cleaning operators who perform vacuuming tasks as part of their duties. Cleaning operators are encouraged to use the checklist before commencing the vacuuming task to eliminate or minimise any risk exposures.

If you are not sure how to use the checklist or have answered 'no' to any of the 'fix it' recommendations, please consult your supervisor.

See it

Common hazards to operators are generally associated with:

- the way the cleaning task is performed (the task)
- characteristics of the type of equipment used
- skills, experience, physical capabilities of the user (the person)
- the working conditions, the setting and other people (the environment).

Assess it

- Often performed for long periods of time and on a frequent basis
- Reaching forward and twisting the back
- Vacuum cleaners need to be carried to, and between, work locations
- Some vacuum cleaners need to be dragged behind operators
- No rollers on the head of the hose
- Attachments not adjustable
- Possibility of electric shock
- Incorrect wearing and fitting of backpacks
- Poor selection of vacuum type and poor adjustment of units to suit the person
- Not following standard practices and procedures
- Cluttered workplace, awkward or cramped positions
- Carrying equipment between floor levels up and down a flight of stairs
- Flexible cords may present tripping hazards to the operator and others
- Exposure to dust

Vacuuuming

OHS work skills matrix and major hazard management modules

Fix it

	Recommend	Actioned	
		Yes	No
1. Select suitable vacuum unit to complete the task. Back pack units are preferable to increase the freedom of movement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Ensure attachments are complete and adjustable fittings are used where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Ensure that the flexible cords have been inspected, tested and tagged by a competent person.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Visually inspect the cord and plug for damage. If damaged replace unit and report it to your supervisor. Remove from service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ensure that power outlets are RCD protected. If not, use portable RCD units.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. When fitting the backpack unit, place the unit onto shelf or bench, back into it and then do up the harness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. When using the vacuum cleaner, ensure that the cord is always behind the machine.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Alternate vacuum cleaning duties with other cleaning tasks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Use arm movements as much as possible so as to minimise twisting the back.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Maintain an upright posture at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Shift light pieces of furniture only.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Carry out warm up exercise prior to, and warm down exercise on the completion of, the cleaning task.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Wear appropriate footwear ie, rubber soled, non-slip shoes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Empty cleaner bag in a well ventilated area and/or wear a dust mask.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Cleaning operators have been trained in the correct selection, adjustment and fitting of backpack units to suit the individual.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluate it

The control measures should be evaluated both during and after implementation. Possible questions are:

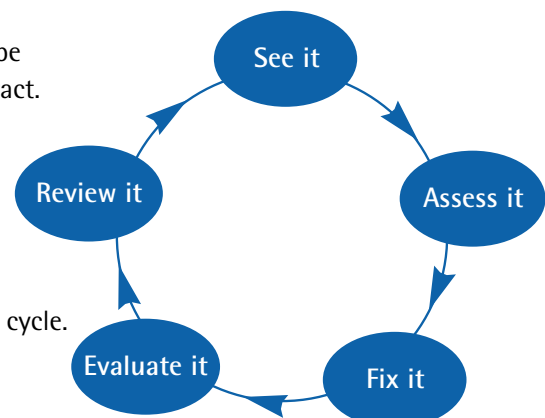
• Has the 'fix it' recommendations eliminated or reduced the risks associated with vacuuming?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Has the 'fix it' recommendations created a new hazard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a need for information, instruction and training for people at the time of implementing the control measure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Review it

A review of the entire hazard management process should be performed at regular intervals during the term of the contract.

- This can be part of a regular inspection, when the work environment changes or when work practices change, to ensure that no new hazards have been introduced.
- It could also be part of a system audit.

This review process completes the continuous improvement cycle.



SAFER task checklist

OHS work skills matrix and major hazard management modules

Window cleaning



This 'SAFER task checklist' has been designed to assist cleaning operators identify and assess common hazards associated with window cleaning and recommends actions to minimise the risk of injury whilst performing the task.

Window cleaning is a task that presents a range of common hazards to operators. The 'SAFER task checklist' is to be used by cleaning operators who perform window cleaning as part of their duties. Cleaning operators are encouraged to use the checklist before commencing the task to eliminate or minimise any risk exposures.

If you are not sure how to use the checklist or have answered 'No' to any of the 'Fix it' recommendations, please consult your supervisor.

See it

Common hazards to operators are generally associated with:

- the way the cleaning task is performed (the task)
- characteristics of the type of equipment used
- skills, experience, physical capabilities of the user (the person)
- the working conditions, the setting and other people (the environment).

Assess it

- Falls from heights
- Faulty or damaged equipment
- Wrong selection of equipment for the task
- Failure to secure ladders
- Incorrect pitch level for single and extension ladders
- Lifting, carrying and handling ladders
- Failing to place the ladder on firm, level footing
- Placing ladders near door openings
- Inappropriate number of people on ladders
- Inappropriate movement on the ladder
- Chemical use

Window cleaning

OHS work skills matrix and major hazard management modules

Fix it

	Recommend	Actioned	
		Yes	No
1. In the first circumstance, consider other options for working at heights ie, scaffolding, scissor lifts and elevating work platform vehicles. Fall arrest harnesses would be used in conjunction with these alternative devices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Use equipment with telescopic handles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Inspect ladder before use. Remove and report any faulty equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Take care handling ladders whilst being raised, lowered or carried.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Place the ladder on a firm and level footing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Avoid placing over or near any door openings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Secure ladders by using hooks, chain or similar means.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Avoid using the top three steps of the ladder.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. One person on the ladder at any one time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Avoid any excessive reaching or leaning from the side of the ladder.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Determine whether glass cleaner is commercially prepared and read the label or the material safety data sheet and follow the instructions provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Provide appropriate warning signs advising the public of the work in progress.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluate it

The control measures should be evaluated both during and after implementation. Possible questions are:

• Has the 'fix it' recommendations eliminated or reduced the risks associated with window cleaning?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Has the 'fix it' recommendations created a new hazard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a need for information, instruction and training for people at the time of implementing the control measure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Review it

A review of the entire hazard management process should be performed at regular intervals during the term of the contract.

- This can be part of a regular inspection, when the work environment changes or when work practices change, to ensure that no new hazards have been introduced.
- It could also be part of a system audit.

This review process completes the continuous improvement cycle.

