

SAFE WORK METHOD STATEMENT

Cleaning – COVID-19 Control

	PCBU / COMPANY DETAILS Name: Grange Earthworks	
	Address: PO Box 669 po bOX 669 po bOX 669 ANNERLEY QLD 4103	
	ABN:	Phone no.: 0413 337 873

PROJECT:	CLIENT / PC DETAILS Name:
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Address:	Start date:	Contact:	Phone no.:
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Work Activity

Cleaning of areas and rooms where contamination by COVID-19 has (or is suspected to have) occurred.

Scope of work covered by this SWMS

The Cleaning – COVID-19 Control Safe Work Method Statement (SWMS) outlines the main hazards and risks associated with cleaning of areas contaminated (or may have been contaminated by the COVID-19 virus, including exposure to harmful pathogens, hazardous manual tasks and use of chemicals. The SWMS provides details of the health and safety precautions (including protective clothing and PPE) required for control of COVID-19 in potentially contaminated premises.

INSTRUCTIONS FOR SWMS

A safe work method statement (SWMS) must be prepared for any and all high risk construction work to be undertaken prior to the work commencing. All high risk construction work must be carried out in accordance with this SWMS. This SWMS must be kept and be available for inspection until the high risk construction work to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to the high risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.

High risk construction work activities (Check any that are applicable to this job)

<input type="checkbox"/>	A risk of a person falling more than 2 metres (or 3 m in SA or housing const. in Qld)	<input type="checkbox"/>	Demolition of a load-bearing structure	<input type="checkbox"/>	Work on a telecommunications tower
<input type="checkbox"/>	Work in or near a shaft or trench with an excavated depth over 1.5m; or in a tunnel	<input type="checkbox"/>	Temporary load-bearing support structures	<input type="checkbox"/>	Work on or near pressurised gas distribution mains or piping
<input type="checkbox"/>	Work in an area at a workplace in which there is any movement of powered mobile plant	<input type="checkbox"/>	Work involving the use of explosives	<input type="checkbox"/>	Work on or near chemical, fuel or refrigerant lines
<input type="checkbox"/>	The disturbance of or likely disturbance of asbestos	<input type="checkbox"/>	Tilt-up or precast concrete	<input type="checkbox"/>	Work in an area in which there are artificial extremes of temperature
<input type="checkbox"/>	Work on or near energised electrical installations or services	<input type="checkbox"/>	Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor used by traffic other than pedestrians	<input type="checkbox"/>	Work on, under or near water or other liquid that involves a risk of drowning
<input type="checkbox"/>	Work carried out in or near a confined space	<input checked="" type="checkbox"/>	Work in an area that may have a contaminated or flammable atmosphere	<input type="checkbox"/>	Diving work

Person responsible for ensuring compliance with SWMS:		Signature:		SWMS issue date: 6/04/2020	
Person responsible for reviewing SWMS:		Signature:		SWMS review date: 6/04/2021	
How will SWMS be communicated to workers?		Toolbox talk/pre-start	Site induction	Person responsible (name):	
How will SWMS be monitored?	Supervision	Regular inspections	Hazard assessments	Date SWMS provided to PC/Client:	

Site-specific considerations

NOTE: This is a generic SWMS. A generic SWMS may be prepared and used for high risk construction work activities that are carried out on a regular basis; however, the generic SWMS must be reviewed by the person carrying out the work to take into account the hazards and risks for the specific workplace and amend the SWMS as necessary for the site where the work is to be carried out, and complete details such as names and qualifications of workers who will carry out the work. All amendments to the SWMS must conform to regulatory requirements and be recorded on the SWMS. Workers and their health and safety representatives (if any) should be consulted before the generic SWMS is first made available to them and all workers instructed in the SWMS by site-specific inductions or toolbox talks. Details of consultation with workers and instruction in the SWMS must be recorded on the SWMS for that project or site. All workers are required to sign-off on the SWMS before the work is commenced.

RISK CONTROL	Actions to be taken to control risks	What measures are in place to ensure compliance with SWMS?	Check
Hierarchy of risk controls (in order of preference)	<i>How will risk controls be implemented?</i>	WHS Policies and procedures (including safe work procedures)	
1 Elimination (most effective)	Eliminate the hazard and the associated risk	General workplace induction (GCI) and workplace induction training	
2 Substitution	Substitute the hazard with something safer	Toolbox talks, pre-start meetings	
3 Isolation	Isolate the hazard from people (e.g., barrier, wall)	SWMS provided to and discussed with workers and signed off	
4 Engineering means	Physical controls including guards, mechanical devices	Ongoing workplace supervision by competent personnel	
5 Administrative controls	Work methods or procedures to minimise exposure	Monitoring of work methods and review of SWMS where necessary	
6 PPE (least effective)	Provide protective clothing and equipment to workers	SWMS control measures revised if work methods or risks change	

Plant, tools and equipment required	Safety inspections and maintenance	Chemicals to be used on site			
		Name of chemical	Hazard class (GHS)	Category	SDS date

High risk work licenses and competencies required					Safety equipment required	
Plant or occupation	Class	Type/description	Worker's name	Number		
						Barricading, traffic control devices
						Signage
						Fall prevention (safety harness, lanyard)
						Traffic control
						Other (specify):

<p>PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT (PPE) REQUIRED</p> <p>(Required PPE is highlighted). Ensure all workers have required PPE before any work requiring the PPE is commenced.</p>									
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Job activity	Hazards / associated risks	How will the hazards and the risks be controlled?
Inductions and training	Untrained workers	<p>Carry out site-specific inductions for all workers.</p> <p>All workers must be competent in the tasks carried out.</p> <p>Vehicles, plant and equipment must only be operated by licensed or competent persons.</p>
Traffic	Collisions	<p>Provide safe parking for vehicles on site where practicable.</p> <p>Wear high-visibility clothing when working in or near roadways and traffic.</p>
Public safety	Exposure to infection	<p>Provide warning signs at entrances to area where work is to be carried out. Prevent entry into contaminated areas until cleaning and disinfected (if required).</p> <p>Ensure surfaces are cleaned thoroughly – remove all deposits of dust and soil which can transmit infection.</p> <p>Workers must be instructed in specialised cleaning procedures where required in some facilities.</p>
Electrical hazards	Electrical tools and equipment	<p>All electric appliances and equipment will be inspected, tested and tagged every 6 months. Out of test equipment should not be used.</p> <p>Inspect appliances daily before use. Faulty electric equipment must not be used.</p> <p>Keep electric leads off ground to protect from damage.</p>
Work at heights	Personal injury	<p>Provide safe means of access to and for working at heights and where a person may fall from one level to another.</p> <p>Ladders and platforms must be an industrial type with a 120kg rating. Domestic ladders and platforms must not be use in a workplace.</p> <p>Open stepladders fully, and ensure brace is locked. All feet must be in contact with a firm, stable surface.</p> <p>Folding portable step platforms must be opened fully and braces locked in position before use.</p> <p>All treads and platform surfaces must be clean and dry.</p>
Hazardous chemicals	Hazardous exposure	<p>A current Safety Data Sheet must be available for all chemicals used on site. All workers must be provided with and use protective clothing and PPE as recommended by the SDS.</p> <p>Check SDS and product labels for any incompatible chemicals that must be avoided when using chemicals to prevent an adverse and/or potentially hazardous reaction.</p> <p>Segregate incompatible chemicals and do not store or transport in the same container or bin, etc. Keep all chemical containers securely closed when not in use.</p> <p>Ensure good ventilation in areas where volatile chemicals are used. Avoid contact with skin and eyes.</p> <p>Provide suitable spill and clean up kit and train workers in procedures to control and clean up spills or leaks (including selection and use of PPE).</p>

Job activity	Hazards / associated risks	How will the hazards and the risks be controlled?
Use of chemical cleaning agents	Hazardous exposure	<p>Persons using caustic and/or hypochlorite-based cleaners and disinfectants must be provided with and wear long-sleeved clothing, liquid-proof gloves and eye protection.</p> <p>Liquid-proof aprons should be worn where chemical splash is likely.</p> <p>Wear gauntlets over long-sleeved waterproof coveralls to prevent chemicals running down arms on to body.</p>
Cleaning equipment	Spread of infection	<p>Good hygiene measures and consistent use of appropriate personal protective equipment is recommended to prevent transmission of COVID-19 while cleaning. Items required for cleaning include:</p> <ul style="list-style-type: none"> • personal protective equipment (PPE) • cleaning equipment and solutions • rubbish waste bag • alcohol-based hand rub.
Re-use of cleaning equipment	Cross contamination	<p>Cleaning equipment (including buckets, cleaning cloths and mop heads, etc.) should be changed after each use. Items should be changed immediately following the clean-up of blood or body substance spills.</p> <p>Wash contaminated items in detergent and warm water, rinse and dry before storing between uses. Detachable heads from mops should be laundered between uses.</p> <p>Cleaning solutions and water should be changed after each use, and be changed immediately following the clean-up of blood or body substance spills.</p>
Cross infection	Exposure to biological agents	<p>All PPE must comply with relevant Standards and be readily available and accessible for workers.</p> <p>Wear gloves for all cleaning operations where contact with pathogens is likely. Wash hands with water and soap after removing gloves. Refer to SDS when using chemicals to determine specific PPE requirements.</p> <p>Persons exposed to biological hazards and hazardous chemicals must wear protective clothing including disposable coveralls, boot covers, gloves, eye protection and respiratory protection (RPE) recommended on SDS for the chemical. Wash hands and exposed skin areas thoroughly with warm water and soap after handling used PPE and RPE and before eating, drinking or smoking.</p>
Cleaning – preparation	Risk of infection	<p>People should use the following process to safely put on the recommended personal protective equipment before entering the area:</p> <ul style="list-style-type: none"> • wash hands with liquid soap and running water or use alcohol- based hand rub if washing cannot be carried out. • put on a disposable apron. fasten the back of the apron at the neck and waist. • wear a surgical mask if a person with suspected or confirmed COVID-19 is in the area to be cleaned. Secure the ties of the mask at the middle of the head and neck. Fit the flexible band to nose bridge and ensure mask is fitted snug to face and below the chin. Do not touch or adjust the mask until ready to remove the mask. • put on protective eyewear to protect eyes from the cleaning fluids. • put on disposable latex or vinyl gloves.

Job activity	Hazards / associated risks	How will the hazards and the risks be controlled?
Cleaning – general procedures	Cross-contamination	<p>General cleaning procedures should be implemented except for specialised areas which require a higher standard of hygiene.</p> <p>Facilities should prepare cleaning protocols for specific areas (or types of areas) including:</p> <ul style="list-style-type: none"> • methods and frequency of cleaning • supply, storage and use of all cleaning and disinfectant materials • standard precautions (including PPE) when cleaning surfaces and facilities • work methods to avoid generation of aerosols • cleaning and/or replacement of cleaning items after each use • use of single-use cleaning items where practicable • avoidance of the use of sprays (contamination risk and ineffective application) • not mix chemicals (e.g., disinfectants should be applied separately for detergents, etc.), and • correct preparation of all cleaning solutions before use.
	Frequency of cleaning	<p>General procedures should clearly specify how often particular areas (e.g., operation theatres, isolation rooms, treatment areas) must be cleaned, and any specific requirements to be observed.</p> <p>Contaminated areas such as operation theatres must be cleaned after each session, and spot cleaned after each case, or thoroughly cleaned as necessary.</p>
	Exposure to chemicals	<p>Wear protective clothing and PPE (including gloves, eye protection and non-slip footwear) when cleaning wet areas and when using sterilising agents (e.g., bleach) and strong detergents and cleaning products.</p>
	Floors	<p>Floors in health care facilities should be cleaned daily or as necessary using a vacuum cleaner fitted with a particulate retaining filter. exhaust air should be directed away from floor to avoid dispersal of dust.</p> <p>Filters should be cleaned and changed in accordance with manufacturer's instructions. Wear P1 or P2 RPE when cleaning or changing filters and cleaning vacuum cleaner after use,</p>
	Dust removal	<p>Damp-dusting using a lint-free cloth or wipe should be used in clinical areas or areas where there is a high risk of infection associated with dust (e.g., burns units).</p> <p>Do not use brooms that will disperse and bacteria into air when cleaning patient or clinical areas. Use dust-retaining mops in areas where lower risk of infection allows.</p>
	Surface cleaning	<p>Procedures for surface cleaning should include:</p> <ul style="list-style-type: none"> • preparing all cleaning solutions immediately before use • wiping work surfaces with a neutral detergent and warm water solution, and rinse and dry before each session or when visibly soiled • clean up spills as soon as practicable • follow manufacturer's safety precautions and recommendations for use of disinfectants for surface cleaning • empty buckets after use, wash with detergent and warm water, rinse with hot water, and turned upside down and stored dry • launder or clean mops in detergent and warm water after use, rinse in hot water and store dry. Mop heads should be detachable or stored with the mop head up.

Job activity	Hazards / associated risks	How will the hazards and the risks be controlled?
Cleaning – specialised areas	Washrooms, toilets	<p>Wet areas (sinks, washbasins, toilets, baths and shower cubicles, all fittings and surrounding floor and wall areas) should be cleaned at least twice daily and more frequently as required.</p> <p>Door handles, taps and other frequently touched items should be wiped down frequently with sanitising wipes to prevent spread of pathogens.</p>
	Kitchens and meal areas	<p>Crockery and cutlery should be washed in hot water and detergent and dried before storage in an enclosed cabinet (air drying may allow cross-contamination by airborne pathogens).</p> <p>All waste should be placed into closed bins, which should be emptied and disinfected daily.</p> <p>Ensure that appliances, utensils and other cooking equipment is kept in a clean and hygienic condition.</p>
Personal decontamination	Adverse health effects	<p>Ensure that adequate washing facilities are available at work location. Provide anti-bacterial agent for hands and lower arms</p> <p>Remove any clothing that may have been contaminated during the cleaning process.</p> <p>Wash hands, face and exposed skin areas thoroughly with warm water and anti-bacterial soap before eating, drinking smoking, or using the toilet.</p> <p>Provide adequate single-use towels or disposable paper towels for personal washing.</p>
Decontamination and cleaning of clothing, etc.	Adverse health effects	<p>Soiled clothing should not be washed with other clothing, but be laundered separately after soaking in an anti-bacterial agent.</p> <p>Anti-bacterial agent should be added when laundering all clothing worn during decontamination work.</p> <p>Follow directions for correct use of anti-bacterial laundry soakers.</p>
Waste removal and disposal	Storage and disposal	<p>Used protective clothing (coveralls, face masks, gloves, etc.) must not be placed into general waste but be bagged and disposed of as biological waste. \</p> <p>Waste bags should be securely tied to prevent spillage before removing from the area.</p> <p>Store waste in a secure area until collected. Contact local waste disposal authority regarding procedures for disposal of all contaminated materials removed from premises.</p>

Additional hazards and risks (site-specific – not included elsewhere in SWMS)		
Job activity	Hazards / associated risks	How will the hazards and the risks be controlled?

Worker consultation, instruction and sign off					
All workers must sign below before commencing work covered by this SWMS: <i>I have been consulted, instructed in and fully understand the content of this SWMS</i>					
Worker's name	Signature	Date	Worker's name	Signature	Date

Review No.	01	02	03	04	05	06
Signature						
Date						