


**Work Health Safety: Safe Work Practice: Cleaning & Security  
Ironing**

 Risks	Risk rating	Risk Controls
Electric shock from faulty equipment or water coming in contact with electricity	Likelihood: E Consequence: 1 Rating = HIGH	<input checked="" type="checkbox"/> Do not use iron if electrical cords are frayed or it is in disrepair <input checked="" type="checkbox"/> Ensure there are no water filled buckets or sinks that iron could fall in
Fire from hot iron contacting flammable materials	Likelihood: D Consequence: 2 Rating = MODERATE	<input checked="" type="checkbox"/> Do not leave hot iron unattended <input checked="" type="checkbox"/> Ensure there are no likelihood of curtains or other materials coming into contact with iron
Injury from bending when getting/setting up ironing board	Likelihood: D Consequence: 2 Rating = LOW	<input checked="" type="checkbox"/> Make sure hands are clear when folding the ironing board <input checked="" type="checkbox"/> Ensure ironing board is set at correct height
Burns from contact with hot iron	Likelihood: D Consequence: 2 Rating = LOW	<input checked="" type="checkbox"/> Ensure there is adequate room to move in ironing area <input checked="" type="checkbox"/> Do not use an unstable ironing board as it is more likely iron will fall <input checked="" type="checkbox"/> Make sure iron is in holder/stand at end of ironing board

**Equipment required:**

<i>Mercy Services equipment</i>	<i>Others equipment</i>
Iron, ironing board, <b>Personal Protective Equipment required:</b> non-slip footwear	<i>If ironing is in client's home they provide</i> - Iron, ironing board

Activity	Worker behaviour	Client/other's behaviour
1. Prepare	a. Tell client you are going to do their ironing b. Gather ironing to be done. c. Set up ironing board in a suitable area d. Check power point and condition of iron	Client to stay out of the way while ironing is being done
2. Iron	a. Iron/press clothing, using spray if required.	
3. Pack up	a. When ironing complete, fold down ironing board and store safely. b. Pack iron away safely when cool. c. Place ironing for putting away, taking care with hangers and weight of clothing carried at any one time.	
4. Follow-up	a. Document any incident and report it to your Coordinator immediately	

**As at 11/05/17 Safe Work Practice is authorised for use in:**

<i>Service</i>	<i>Position</i>
Day Centre	Activity Officer, Coordinator, Food Safety Officer/Activity Officer
Home Care Packages/ Home Support Program/NDIS	Community Care Assistant
Residential Aged Care	Assistant in Nursing

**Date for review of safe work practice:** June 2017 (or if injury or changes require)

**COMPETENCY ASSESSMENT**  
**Ironing**

Employee \_\_\_\_\_

Assessor \_\_\_\_\_

Date \_\_\_\_\_

**Desired Outcome:**

Staff to iron clothes etc without causing injury to self or others

**Knowledge required:**

-

Performance Criteria	Competence demonstrated	Comment
<b>Prepare</b>		
a. Tells client you are going to do their ironing		
b. Gathers ironing to be done.		
c. Sets up ironing board in a suitable area		
d. Checks power point and condition of iron.		
<b>Iron</b>		
a. Iron/press clothing, using spray if required.		
<b>Pack up</b>		
a. When ironing complete, folds down ironing board and stores safely.		
b. Packs iron away safely when cool.		
c. Places ironing for putting away, taking care with hangers and weight of clothing carried at any one time.		
<b>Follow-up</b>		
a. Documents any incident and reports it to your Coordinator immediately		

Is the worker assessed as being competent?     YES     NO

Any required follow up action/training: \_\_\_\_\_

Signature of employee..... Date.....

Signature of assessor ..... Date.....