


## Work Health Safety: Safe Work Practice: Cleaning and Security Sweeping

|  Risks | Risk rating                                    | Risk Controls   |
|---|--|---|
| Injury to back, muscle, ligaments from repetitive use or stretching                     | Likelihood D<br>Consequence 2<br>Rating = HIGH | <input checked="" type="checkbox"/> Keep back straight and push broom from the centre of your chest.<br><input checked="" type="checkbox"/> Do not over reach when sweeping<br><input checked="" type="checkbox"/> When using dustpan and brush, keep back straight bending at knees. |
| Injury to back, muscle, ligaments, bones from fall, trip or slip                        | Likelihood E<br>Consequence 2<br>Rating = HIGH | <input checked="" type="checkbox"/> Clear area of trip hazard before starting<br><input checked="" type="checkbox"/> Keep rubbish piles as close to bin as possible.  |
| Injury to eye from dust and other flying particles                                      | Likelihood D<br>Consequence 4<br>Rating = LOW  | <input checked="" type="checkbox"/> Attempt to protect area from wind<br><input checked="" type="checkbox"/> Choose appropriate broom for task<br><input checked="" type="checkbox"/> Wear safety glasses and dust mask if needed   |

### Equipment required:.

| <i>Mercy Services equipment</i>  | <i>Others equipment</i>  |
|--|--------------------------|
| Broom, dustpan and brush (if at Mercy Services centre)<br>Worker to wear <u>footwear</u> that is fully enclosed, slip resistant sole, water repellent/resistant and provides adequate support.<br><b>Personal Protective Equipment required:</b><br>Gloves, (safety glasses and dust mask where required). | broom, dustpan and brush |

| Activity       | Worker behaviour   | Client/other's behaviour  |
|----------------|--|---|
| 1. Preparation | a. Assess the safety of the material to be vacuumed – sweeping may be more suitable for fine dusts and you may need safety glasses and/or a dust mask.<br>b. Assess/modify environment – remove people and if possible prevent the possibility of any wind disturbing dust being swept (or sweep in direction of wind)<br>c. Obtain appropriate broom (soft or hard bristle), dustpan and brush from storage area. | <i>Clients and others to:<br/>stay away from area to be swept</i> |
| 2. Sweeping    | a. Sweeping strokes to be bottom-to-top with overlapping strokes<br>b. Sweep dust into small piles   |   |
| 3. After       | a. Pick up piles of dirt etc. with dustpan and brush<br>b. When finished replace equipment in correct storage area.<br>c. Ensure storage area is locked when finished, if cleaning in an office<br>d. Dispose of waste.  |   |
| 4. Follow-up   | a. Document any incident and report to Coordinator immediately   |   |

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

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

**Date for review of safe work practice:** May 2020 (or if injury or changes require)

## COMPETENCY ASSESSMENT

### Sweeping

Employee \_\_\_\_\_

Assessor \_\_\_\_\_

Date \_\_\_\_\_

**Desired Outcome:**

For staff/volunteer to sweep dust and materials from floor/ground without causing harm or distress

| Performance Criteria  | Competence demonstrated | Comment |
|---|-------------------------|---------|
| <b>Preparation</b>  |                         |         |
| a. Assesses the safety of the material to be vacuumed – sweeping may be more suitable for fine dusts and you may need safety glasses or a dust mask.                |                         |         |
| b. Assesses/modifies environment – removes people and if possible prevents the possibility of any wind disturbing dust being swept (or sweeps in direction of wind) |                         |         |
| c. Obtains appropriate broom (soft or hard bristle), dustpan and brushes from storage area.   |                         |         |
| <b>Sweeping</b>   |                         |         |
| a. Sweeping strokes are bottom-to-top with overlapping strokes.   |                         |         |
| b. Sweeps dust into small piles   |                         |         |
| <b>After</b>  |                         |         |
| a. Picks up piles of dirt etc. with dustpan and brush   |                         |         |
| b. When finished replaces equipment in correct storage area.  |                         |         |
| c. Ensures storage area is locked when finished (if cleaning an office)   |                         |         |
| d. Disposes of waste.   |                         |         |
| <b>Follow-up</b>  |                         |         |
| a. Documents any incident and reports it to 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.....