


**Work Health Safety: Safe Work Practice: Cleaning and Security**

**Mopping**

 Risks	Risk rating	Risk Controls
Injury to back, muscle, ligaments from repetitive use or stretching	Likelihood D Consequence 2 Rating = HIGH	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Only half fill bucket</li> <li><input checked="" type="checkbox"/> Spot clean and spill kit difficult to remove areas</li> <li><input checked="" type="checkbox"/> Do not lift filled bucket from a deep sink or bath</li> <li><input checked="" type="checkbox"/> Keep back straight and elbows close to body – don't over extend</li> <li><input checked="" type="checkbox"/> Empty dirty water in cleaners sink, floor drain or toilet – rather than lifting bucket to a height</li> </ul>
Injury to back, muscle, ligaments, bones from fall, trip or slip	Likelihood D Consequence 2 Rating = HIGH	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Cleaner to wear non-slip footwear</li> <li><input checked="" type="checkbox"/> Mop when pedestrian traffic is least likely</li> <li><input checked="" type="checkbox"/> Mop towards exit</li> <li><input checked="" type="checkbox"/> Put up signage when floor is wet or let client know floor is wet</li> <li><input checked="" type="checkbox"/> Use dry mop if necessary</li> </ul>
Irritation to eyes and respiratory system from chemical splash or vapour	Likelihood D Consequence 4 Rating = LOW	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Keep face at a distance when pouring detergent and filling/emptying bucket</li> <li><input checked="" type="checkbox"/> Wear safety glasses if necessary</li> <li><input checked="" type="checkbox"/> Only use non-hazardous detergents (see Hazardous Substances Register)</li> </ul>

**Equipment required:.**

<i>Mercy Services equipment</i>	<i>Others equipment</i>
mop, bucket and approved non-hazardous detergent <i>(if at Mercy Services venue)</i>  Worker to wear <u>footwear</u> that is fully enclosed, slip resistant sole, water repellent/resistant and provides adequate support.  <b>Personal Protective Equipment required:</b> safety glasses (if necessary), gloves	mop, bucket and approved non-hazardous detergent <i>(if at client's home)</i>

Activity	Worker behaviour	Client/other's behaviour
1. Preparation	a. Ensure area has been swept/vacuumed before mopping b. Use a spill kit for body fluids, oil etc c. Spot clean difficult and very dirty areas d. Obtain mop and bucket from storage area. e. Ensure correct amount and correct detergent is put in bucket and add these	<i>Clients and others to: stay away from area to be mopped</i>

	<p>with care to ensure they do not splash into your eyes</p> <p>f. Ensure that detergent is then stored appropriately</p> <p>g. Put the bucket on a sink grate or similar high surface to prevent you needing to bend to lift filled bucket from deep sink</p> <p>h. Half fill bucket with warm water from a suitable tap/hose ensuring that there is no splashing/spraying of water outside the bucket during filling</p> <p>i. Put wet floor signs out prior to mopping</p>	
2. Mopping	<p>a. Frequently check that there are no tripping hazards behind you as you mop</p> <p>b. Plan to mop towards the exit</p> <p>c. Keep back straight with feet shoulder width apart and elbows close to the body with bucket beside you when wringing out the mop. Mop should not be dripping wet when mopping.</p> <p>d. Mop in a 'figure 8' motion with mop damp (not dripping wet) – do not scrub or press hard and do not over reach OR for a sponge mop use forward and backward motion</p> <p>e. Change the water in bucket as needed</p> <p>f. Wipe area with a dry mop if needed</p>	
3. After	<p>a. Remove wet floor signs only when floor is completely dry when cleaning offices</p> <p>b. Dispose of waste liquids via the cleaners sink, floor drain or toilet and thoroughly rinse equipment used with water.</p> <p>c. When finished, replace equipment in correct storage area – in such a way that mop head will dry.</p> <p>d. Ensure storage area is locked when finished when cleaning office</p>	
4. Follow-up	<p>a. Document any incident and report it to your Coordinator immediately</p>	

**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

### Mopping

Employee \_\_\_\_\_

Assessor \_\_\_\_\_

Date \_\_\_\_\_

**Desired Outcome:**

For staff/volunteer to mop floor/ground without causing harm or distress

**Knowledge required:**

Manual handling

Performance Criteria	Competence demonstrated	Comment
<b>Preparation</b>		
a. Ensures area has been swept/vacuumed before mopping		
b. Uses a spill kit for body fluids, oil etc		
c. Spot cleans difficult and very dirty areas		
d. Obtains mop and bucket from storage area.		
e. Ensures correct amount and correct detergent is put in bucket and adds these with care to ensure they do not splash into your eyes (use safety glasses if necessary).		
f. Ensures that detergent is then stored appropriately		
g. Puts the bucket on a sink grate or similar high surface to prevent you needing to bend to lift filled bucket from deep sink		
h. Half fills bucket with warm water from a suitable tap/hose ensuring that there is no splashing/spraying of water outside the bucket during filling		
i. Puts wet floor signs out prior to mopping		
<b>Mopping</b>		
a. Frequently checks that there are no tripping hazards behind you as you mop		
b. Plan to mops towards the exit		
c. Keeps back straight with feet shoulder width apart and elbows close to the body with bucket close to you when wringing out the mop. Mop should not be dripping wet when mopping.		
d. Mops in a 'figure 8' motion with mop damp (not dripping wet) – do not scrub or press hard and do not over reach OR for a sponge mop uses forward and backward motion		
e. Changes the water in bucket as needed		

f. Wipes area with a dry mop if needed		
<b>After</b>		
a. Removes wet floor signs only when floor is completely dry.		
b. Disposes of waste liquids via the cleaners sink, floor drain or toilet and thoroughly rinse equipment used with water.		
c. When finished, replaces equipment in correct storage area – in such a way that mop head will dry.		
d. Ensures storage area is locked when finished.		
<b>Follow-up</b>		
a. Documents the 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.....