



TST Site WHS Risk Assessment and Safe Work Procedures

Location: _____

Responsibilities:

Area Manager: _____

Site Supervisor: _____

General Manager

**Version 7
12 June 2019**

TST WHS Risk Assessment Procedures

Classification of Risk

In determining the level of risk associated with each task or hazard the Risk Matrix tool shown below is used. Regular updates of WHS requirements are downloaded via our online registration to WorkCover – see Regulatory Monitoring Procedure and Compliance Documents Folder.

The numbers shown below indicate how important it is to do something:

1 to 3 top priority: Do something immediately

4 to 6 low priority: Do something when possible

Risk Matrix

Likelihood →

Risk to People	Very Likely	Likely	Unlikely	Very Unlikely
Fatality	1	1	2	3
Major Injury Possible	1	2	3	4
Minor Injury	2	3	4	5
Negligible Injury	3	4	5	6

↓
Severity

Hierarchy of Hazard Controls

The hierarchy of hazard controls is a guideline for solutions from the best to the last resort

- 1. Eliminate:** Remove the risk by eliminating the step in the process i.e. do not do it
- 2. Substitute:** Reduce risk by changing process, materials or equipment to an alternative that does the job more safely i.e. change from a hazardous substance to a non hazardous substance
- 3. Isolate:** Put in place physical preventative mechanisms i.e. Signs, alarms, lights, ventilation, guards & barriers.
- 4. Engineering:** Minimise the risk by engineering means - use a mechanical lining device rather than manual handling techniques
- 5. Administrative:** Develop & implement safe work procedures
- 6. Personal Protective Equipment:** — equipment worn to protect from harm the control of last choice.

Risk Assessment: Manual Handling

Specific Tasks/Hazard/Activity	Potential Hazards/Consequences	Risk Rating	Control Measures
Receiving stock	Back injury & Crushing	3	<ul style="list-style-type: none"> • Safety Procedures with Trained Personnel Only • Correct lifting and carrying procedures to be followed at all times • Carry chemicals in sealed containers to avoid spills • Must wear enclosed non-slip footwear
Stock control	Environmental	4	
Moderate/heavy lifting	Slips, Trips & Falls	4	

Safe Work Procedure: Manual Handling

When receiving stock, always use appropriate moving equipment to prevent any form of injury.

If moving equipment is not available then ensure bending at the knees and that the back is kept straight at all times. When lifting equipment hold the object as close to your body as is possible.

When lifting heavy objects (over 20 Kgs), TST staff is to use appropriate lifting equipment, if available. If lifting equipment is not available, always ask for assistance & do not lift on your own.

Supervisor/Trainer has demonstrated the procedure and the cleaner performed the task, under supervision for a period of up to 8 minutes to ensure competency. Refresher training will be provided if Supervisor observes incorrect procedures being used.

Site Supervisors carry out regular site checks to ensure cleaners are following correct controls.

Risk Assessment: Office Cleaning

Specific Tasks/Hazard/Activity	Potential Hazards/Consequences	Level of Risk	Control Measures
Cleaning Offices <ul style="list-style-type: none"> • Use of vacuum • Chemicals 	Back injury	3	<ul style="list-style-type: none"> • Trained personnel to train employee on usage of cleaning equipment • Prevention of Injury • Appropriate Signage to Restrict Access • All Hazardous Chemicals to be labelled correctly with Provided S.D.S • Adequate ventilation when decanting • Safety Protective Equipment • Must wear enclosed non-slip footwear
	Electrocution	3	
	Spillage/Environmental	4	
	Burns & Fumes	4	
	Explosion	4	
Skin Irritation	4		
	Slips, Trips & Falls	4	

Safe Work Procedure: Office Cleaning

Before vacuuming, check electrical cord for cracks and splits, and also ensure that the vacuum bag is empty to prevent motor from burning out and check that the hose is free of blockages.

When removing furniture whilst vacuuming ensure correct posture is used and bend at the knees.

Wear protective ear wear to prevent ringing sound in ears.

Report any faults to supervisor before use.

When decanting chemicals, spray bottles or containers must be labelled to ensure the proper chemical is being used on surfaces. Protective gloves must be worn at all times whilst handling any chemicals.

Supervisor/Trainer has demonstrated the activity of office cleaning and procedure and the cleaner performed the task, under supervision for a period of up to 8 minutes to ensure competency. Refresher training will be provided if Supervisor observes incorrect procedures being used.

Site Supervisors carry out regular site checks to ensure cleaners are following correct controls.

Risk Assessment: Sweeping Floors

Specific Tasks/Hazard/ Activity	Potential Hazards/ Consequences	Level of Risk	Control Measures
Sweeping Floor with Dust Pan and Broom, Fringe Mop, Scissor Mop.	Back injury	3	<ul style="list-style-type: none"> • Trained personnel to train employee on usage of brooms and other cleaning equipment • Must wear enclosed non-slip footwear
	Slips, Trips & Falls	4	

Safe Work Procedure: Sweeping Floors

Train employee on how to use sweeping equipment.

Prevention of employee injury:

- Keep back in correct posture and bend at the knees.

Prevention of Public Injury:

- Keep dustpan and Broom in front of body.
- Keep fringe mop as close to body as possible.
- Keep scissor broom at body width when in using in public.

Supervisor/Trainer has demonstrated the activity of sweeping floors and procedure and the cleaner performed the task, under supervision for a period of up to 8 minutes to ensure competency. Refresher training will be provided if Supervisor observes incorrect procedures being used.

Site Supervisors carry out regular site checks to ensure cleaners are following correct controls.

Risk Assessment: High Dusting and Dusting

Specific Tasks/Hazard/ Activity	Potential Hazards/ Consequences	Level of Risk	Control Measures
Dusting General and High Rise Cleaning	Back injury	3	<ul style="list-style-type: none"> • Trained personnel to train employee on usage • Prevention of injury • Ladder Procedures
	Falling Spillage /Environmental	2	
	Ladder	3	<ul style="list-style-type: none"> • Only qualified personnel with licence to operate Scissor Lift/Cherry Picker • Must wear enclosed non-slip footwear
	Scissor Lift	3	
Cherry Picker	Skin Irritation Slips, Trips & Falls	3	

Safe Work Procedure: High Dusting and Dusting

General Dusting:

- During trading hours dusting is to be carried out by personnel no higher than eye level to prevent any object such as dust to cause any injury to personnel or public.

High Rise Dusting:

- High rise dusting only to be carried out before or after Trading Hours.
- Usage of: Ladders – must not be no more than 2 metres high
- Elevating Work Platforms (E.W.P.)

Only trained personnel with qualified licence approved by Work Cover is authorised to operate E.W.P. At all times working with Elevating Platforms you must wear a harness, always work in pairs and ensure the area is barricaded from the public.

Supervisor/Trainer has demonstrated the activity of high dusting and normal dusting procedure and the cleaner performed the task, under supervision for a period of up to 8 minutes to ensure competency. Refresher training will be provided if Supervisor observes incorrect procedures being used.

Site Supervisors carry out regular site checks to ensure cleaners are following correct controls.

Risk Assessment: Back Pack/Upright Vacuum

Specific Tasks/Hazard/Activity	Potential Hazards/Consequences	Level of Risk	Control Measures
Use of Back Pack/Upright Vacuum	Back Injury	3	<ul style="list-style-type: none"> • Safe operating procedures developed • Competent trained personnel to operate machine • Inspect the machine before usage • Quarterly inspection and maintenance conducted as per manual • Must wear enclosed non-slip footwear
	Electrocution	2	
	Fire	3	
	Slips, Trips & Falls	4	

Safe Work Procedure: Back Pack/Upright Vacuum

Inspect Vacuum:

- Electrical cord for cracks and splits
- Vacuum bag is empty before use
- Filters are free of debris
- Hose is free of blockages
- Check straps are safe and not worn for Back Packs

When moving furniture whilst vacuuming, ensure correct posture is used & bend at the knees. Wear protective ear wear to prevent ringing sound in ears. Report faults to supervisor before use.

Supervisor/Trainer has demonstrated the use of the Back Pack / Upright Vacuum and procedure and the cleaner performed the task, under supervision for a period of up to 8 minutes to ensure competency. Ensure Back Pack Vacuum is correctly fitted on the back before starting work to reduce the risk of back strain. Refresher training will be provided if Supervisor observes incorrect procedures being used.

Site Supervisors carry out regular site checks to ensure cleaners are following correct controls.

Risk Assessment: Mopping

Specific Tasks/Hazard/Activity	Potential Hazards/Consequences	Level of Risk	Control Measures
<ul style="list-style-type: none"> • Mopping floor with mop and bucket • Usage of Chemicals 	Back Injury	3	<ul style="list-style-type: none"> • Use Wet Floor Signs • Mop Bucket • Trained personnel to train employee on mopping techniques • Chemical use as per MSDS • Must wear enclosed non-slip footwear
	Spillage/Environmental	3	
	Burns & Fumes	4	
	Skin Irritation Slips, Trips & Falls	4	

Safe Work Procedure: Mopping

- Show employee how to use Wet and Dry Mop/Bucket. To prevent any injury keep back straight & bend at the knees.
- Show employee which chemicals to use in bucket to clean floor by using the provided M.S.D.S.
- When decanting the chemical, the usage of goggles and gloves provided is a MUST.
- Using the Chemical Dispenser Unit (C.D.U) also eliminates contact with chemicals and also dilutes the proper ratio. All chemicals are labelled with Directions of Use and First Aid procedures.
- Train employee on how to clean a spillage by:
 - using wet floor signs
 - mopping the spill in line to prevent hazards to passing public
 - dry mopping area to eliminate wet floor
 - to mop floor in body perimeter reducing the risk of public tripping over mop

Supervisor/Trainer has demonstrated Mop use, mopping activities and procedure and the cleaner performed the task, under supervision for a period of up to 8 minutes to ensure competency. Refresher training will be provided if Supervisor observes incorrect procedures being used.

Site Supervisors carry out regular site checks to ensure cleaners are following correct controls.

Risk Assessment: Glass Cleaning

Specific Tasks/Hazard/Activity	Potential Hazards/Consequences	Level of Risk	Control Measures
Cleaning of High Risk Glass	Back Injury	3	<ul style="list-style-type: none"> • Usage of Wet Floor Signs • Trained personnel to train employee on usage • Chemical use – refer to MSDS • Ladder control procedures • Only qualified personnel with licence to use scissor lift • Must wear enclosed non-slip footwear
	Spillage/Environmental	3	
	Skin Irritation	3	
	Slips, Trips & Falls	3	

Safe Work Procedure: Glass Cleaning

General Glass Cleaning:

- Unless requested by the client, no glass cleaning is carried out during trading hours.

Prevention of Injury:

- Keep back as straight as possible whilst cleaning glass.
- When cleaning glass you must make sure to mop up any excess water to prevent anyone from slipping. You should also place Wet Floor Signs if cleaning a large area or are requested to clean glass during trading hours.
- At all times you must wear gloves.
- When using the Chemical Dispenser Unit (which dilutes the proper ratio of chemical to use) you must wear safety goggles.

Supervisor/Trainer has demonstrated the task of glass cleaning activities and procedure and the cleaner performed the task, under supervision for a period of up to 8 minutes to ensure competency. Refresher training will be provided if Supervisor observes incorrect procedures being used.

Site Supervisors carry out regular site checks to ensure cleaners are following correct controls.

Risk Assessment: Carpet Cleaning

Specific Tasks/Hazard/Activity	Potential Hazards/Consequences	Level of Risk	Control Measures
<ul style="list-style-type: none"> • Cleaning Carpet when using Carpet Extractor machine • Working with hazardous substances • Cleaning • Decanting 	Back injury	3	<ul style="list-style-type: none"> • Appropriate Signage • Restricted access • All Hazardous chemicals to be labelled correctly • Chemicals stored in a restricted area • Register list of all chemical names, quantities (maximum) and types • Provide material Safety Data Sheets • There is adequate ventilation when decanting • Personal Protective Equipment • Must wear enclosed non-slip footwear
	Spillage/environmental	3	
	Burns & Fumes	3	
	Explosion	3	
	Skin Irritation	3	
	Slips, Trips & Falls	4	

Safe Work Procedure: Carpet Cleaning

Check:

- That the wet extraction unit is clean
- The electrical lead and connection point for damage – cuts and cracks etc.
- That filters are clean

- The motors are working. You can check the operation of the pump motor by turning on the machine and squeezing the trigger
- Hose blockages

Safety Protective Equipment:

- Gloves must be worn while carpet cleaning
- Goggles and gloves must be worn when decanting chemicals

Follow Safe Work Procedure for working with Hazardous Chemicals & Dangerous Goods.

Supervisor/Trainer has demonstrated the activity of carpet cleaning and procedure and the cleaner performed the task, under supervision for a period of up to 8 minutes to ensure competency. Refresher training will be provided if Supervisor observes incorrect procedures being used.

Site Supervisors carry out regular site checks to ensure cleaners are following correct controls.

Risk Assessment: Rest Room Cleaning

Specific Tasks/Hazard/Activity	Potential Hazards/Consequences	Level of Risk	Control Measures
Cleaning of Rest Rooms	Back injury	3	<ul style="list-style-type: none"> • Trained personnel to train employee on usage • Prevention on Injury • Must wear enclosed non-slip footwear
	Electrocution	2	
	Slips, Trips and falls	3	

Safe Work Procedure: Rest Room Cleaning

- Place Wet Floor sign and Rest Room Closed signs in front of Rest Rooms.
- Cleaning is carried out after Trading Hours.
- Train employee in correct chemical use for all surfaces by using the Chemical Chart in Cleaners Room
- Train employee in how to use the M.S.D.S.
- When decanting chemicals to spray bottles safety goggles and gloves are worn at all times.
- All chemicals are labelled with First Aid Procedures and directions of use.
- When cleaning the rest rooms be aware of syringes and sharp objects which are not within eyesight. If you should find a syringe or sharp object make sure you are wearing gloves when removing it from the area to the disposable syringe container provided in every store room in the rest rooms.
- Be aware of power points, hand dryers or electrical items to eliminate risk of injury or property damage.

Supervisor/Trainer has demonstrated rest room cleaning and procedure and the cleaner performed the task, under supervision for a period of up to 8 minutes to ensure competency. Refresher training will be provided if Supervisor observes incorrect procedures being used.

Site Supervisors carry out regular site checks to ensure cleaners are following correct controls.

Risk Assessment: Use of Ladders

Specific Task/Hazard/Activities	Potential Hazards/Consequences	Level of Risk	Control Measures
Use of Ladders	Falling from height	1	<ul style="list-style-type: none"> • Follow ladder safety procedure as trained by Supervisor - Ladders must be inspected prior to use for any defects • Only trained personnel to use ladders and if necessary, a second person is to hold the ladder firm • Area is to be barricaded off from the public • If the risk of falling from a height is >1.8m, harness or other relevant PPE must be used
	Dropping Equipment	2	
	Electric Shock	2	
	Slips, trips & Falls	3	

Safe work procedure: Ladders Procedure

Ladders must be inspected before use, and only personnel trained in the procedure regarding ladders are to use them. Safety must be considered at all times. The area is to be barricaded off from the public to avoid

accidents, and if necessary a second person is to hold the ladder firm while the trained person works on the ladder. If the person on the ladder needs to go higher than 1.8 meters (6ft), a harness must be used. Fiberglass ladders (without wire reinforcement) must be used for electrical work. Step ladders should only be used in the fully open position.

Supervisor/Trainer has demonstrated the use of ladder's procedure and the cleaner performed the task, under supervision for a period of up to 8 minutes to ensure competency. Refresher training will be provided if Supervisor observes incorrect procedures being used.

Site Supervisors carry out regular site checks to ensure cleaners are following correct controls.

Risk Assessment: Working with Hazardous Chemicals & Dangerous Goods.

Specific Tasks/ Hazard/ Activity	Potential Hazards/ Consequences	Level of Risk	Control Measures
Working with Hazardous Substances <ul style="list-style-type: none"> • Cleaning • Decanting • Storing 	Spillage – Environmental	4	<ul style="list-style-type: none"> • Appropriate signage to restrict access • All hazardous chemicals to be labelled correctly and stored in upright position • Chemicals stored in restricted area with MSDS on display • Register list of all chemical names, quantities (maximum) and types • Emergency spill kits /location of the spill kits and adequate ventilation when decanting • Personal protective equipment to be used at all times
	Burns & Fumes	2	
	Explosion	2	
	Skin Irritation	3	
	Contract Disease	3	
Dangerous Goods – Cleaning Chemicals	Slips, Trips & Falls	4	

Safe Work Procedure: Working with Hazardous Chemicals & Dangerous Goods

All chemicals supplied must be labelled on spray bottles/containers, which provide directions on use and first aid procedures. All hazardous chemicals must be identified by label and stored according to WHS regulations. Chemicals are stored in restricted areas where only authorised personnel can access. Safety Data Sheets folder is readily available to all employees for all chemicals present. Emergency spill kits are provided in cleaners' storerooms, location of spill kits is known by all employees. When decanting by using the Chemical Dispenser Unit, adequate ventilation is required, safety goggles and gloves must be worn at all times even though this unit eliminates contact with chemicals and also dilutes the correct chemical ratio. All cleaners' store rooms display chemical safety charts which provide the employees with knowledge of Chemical Usage, Dilution ratios and First Aid Procedures. Protective equipment must be worn at all times whilst handling any chemicals. Please see overleaf for register list of chemical products in Site Manual.

Supervisor/Trainer has demonstrated the procedure and the cleaner performed the task, under supervision for a period of up to 8 minutes to ensure competency. Refresher training will be provided if Supervisor observes incorrect procedures being used.

Site Supervisors carry out regular site checks to ensure cleaners are following correct controls.

Risk Assessment: Low Speed Electric Buffer

Specific Tasks/Hazard/ Activity	Potential Hazards/ Consequences	Level of Risk	Control Measures
Use of Low Speed Electric Buffer	Back Injury	3	<ul style="list-style-type: none"> • Safe operating procedures developed and training provided to operate correctly • Inspect the machine before usage and Quarterly inspection and maintenance conducted as per manual • Must wear enclosed non-slip footwear
	Electrocution & Fire	2	
	Slips, Trips & Falls	3	

Safe Work Procedure: Low Speed Electric Buffer

Read safety product manual before use. Check electrical lead and connection point for damage e.g. cracks or splits. At all times keep correct posture and bend at the knees when operating machine. Report any faults to a supervisor before using machine. Wear correct safety shoes when operating machine.

Supervisor/Trainer has demonstrated the use of the Low Speed Electric Buffer and procedure and the cleaner performed the task, under supervision for a period of up to 8 minutes to ensure competency. Refresher training will be provided if Supervisor observes incorrect procedures being used.

Site Supervisors carry out regular site checks to ensure cleaners are following correct controls.

Risk Assessment: Carpet Extractor

Specific Tasks/Hazard/Activity	Potential Hazards/Consequences	Level of Risk	Control Measures
Use of Carpet Extractor	Back Injury	3	<ul style="list-style-type: none"> • Safe operating procedures developed • Competent trained personnel to operate machine • Inspect all machines before usage • Safety gear • Quarterly inspection and maintenance conducted as per manual
	Electrocution	2	
	Fire	3	

Safe Work Procedure: Carpet Extractor

Check that the wet extractor unit is clean. Check electrical lead and connection point for damage e.g. cracks or splits. The filters are clean. The motors are working. Check the operation of the pump motor by turning on the machine and squeezing the trigger, the water should be spraying from the jets. To prevent the extractor motor burning out check for blockages and clear the air way, if necessary. Safety gloves should be worn when using this machine. At all times keep correct posture and bend from the knees when removing obstacles, e.g. furniture.

Supervisor/Trainer has demonstrated the use of Carpet Extractor procedure and the cleaner performed the task, under supervision for a period of up to 8 minutes to ensure competency. Refresher training will be provided if Supervisor observes incorrect procedures being used.

Site Supervisors carry out regular site checks to ensure cleaners are following correct controls.

Risk Assessment: Scrubbing Machine

Specific Task/Hazard/Activity	Potential Hazards/Consequences	Level of Risk	Control Measures
Use of the Scrubbing Machine	Electrocution	2	<ul style="list-style-type: none"> • Quarterly inspections and maintenance conducted by manufacturer • Safe operating procedures developed • Competent trained personnel to operate machine • Inspect the machine before usage. • Before & during use wear earmuffs provided. • Must wear enclosed non-slip footwear
	Crushing	4	
	Property Damage	2	
	Back Injury	3	
	Explosion & Fire	4	
Slips, Trips & Falls	3		

Safe operating Procedure: Scrubbing Machine

Do not operate machine:

- Unless trained and authorised by Supervisor or Experienced Cleaner (as directed)
- Unless operation manual is read and understood
- In flammable or explosive areas unless designed for use in those areas

Before starting machine:

- Make sure all safety devices are in place and are operating properly
- Check brakes and steering for proper operation (if so equipped)

When using machine:

- Go slow on inclines and slippery surfaces
- Use care when backing machine

Before leaving or servicing machine:

- Stop on level surface
- Turn off machine and remove key

When servicing machine:

- Avoid moving parts. Do not wear loose jackets, shirts, or sleeves when working on machine
- Block machine tires before jacking machine up
- Jack machine up at designated locations only. Block machines up with jack stands
- Use hoist or jack of adequate capacity to lift machine
- Wear eye and ear protection when using pressurised air or water
- Disconnect battery connections before working on machine
- Avoid contact with battery acid
- Use manufacturers supplied or equivalent replacement parts

Training of cleaners on how to clean a spillage by:

- using wet floor signs
- mopping the spill in line to prevent hazards to passing public
- dry mopping area to eliminate wet floor
- to mop floor in body perimeter reducing the risk of public tripping over mop

Supervisor/Trainer has demonstrated the use of Scrubbing Machine procedure and the cleaner performed the task, under supervision for a period of up to 8 minutes to ensure competency. Refresher training will be provided if Supervisor observes incorrect procedures being used.

Site Supervisors carry out regular site checks to ensure cleaners are following correct controls.

Risk Assessment: High Pressure Water Cleaning

Specific Tasks/Hazard /Activity	Potential Hazards/ Consequences	Level of Risk	Control Measures
Use of High Pressure Water Cleaner	Noise Pollution	4	<ul style="list-style-type: none"> • Experienced trainer to train employee with safe operating procedures • Restricted access. • Correct manual Handling • Quarterly inspection and maintenance conducted by manufacturer. • Must wear enclosed non-slip footwear
	Back injury	4	
	Explosion & Fire	4	
	Property Damage	3	
	Slips, Trips & Falls	3	

Safe Work Procedure: High Pressure Water Cleaning

The cleaner must not be used in enclosed rooms. The exhaust gases contain carbon monoxide, which must not be breathed in, as it is poisonous.

The engine exhaust silencer becomes very hot when engine is running and remains hot for some time after engine is stopped. Do not touch silencer. Keep any readily flammable objects and materials away from silencer. Maintain a minimum clearance of one metre.

Never direct the water jet at any person or animal or electrical equipment. Always make sure that all connection hoses are firmly secured.

Provided safety gear must be worn, i.e. goggles, gloves, protective earwear, protective footwear and clothing. The area where work is carried out must be barricaded off.

Training of cleaners on how to clean a spillage by:

- using wet floor signs
- mopping the spill in line to prevent hazards to passing public

- dry mopping area to eliminate wet floor
- to mop floor in body perimeter reducing the risk of public tripping over mop

Supervisor/Trainer has demonstrated the use of High Pressure Water Cleaner procedure and the cleaner performed the task, under supervision for a period of up to 8 minutes to ensure competency. Refresher training will be provided if Supervisor observes incorrect procedures being used.

Site Supervisors carry out regular site checks to ensure cleaners are following correct controls.

Risk Assessment: Waste Removal /Docks

Specific Tasks/Hazard/ Activity	Potential Hazards/ Consequences	Level of Risk	Control Measures
Removal of Waste	Back injury & Crushing	3	<ul style="list-style-type: none"> • Safety Procedures include – heavy duty gloves • Appropriate Signage/Caution signs • Trained Personnel Only to use • Safety guards operating with Key access only • Must wear enclosed non-slip footwear
<ul style="list-style-type: none"> • Compactor • Docks 	Electrical High Pressure Environmental	2	
	Slips, Trips & Falls	3	

Safe Work Procedure: Waste Removal /Docks

Follow Safe Work Procedure for use of Compactor.

When removing waste use appropriate bin (with wheels) to move from areas, by using this bin type it helps prevent any injury. Ensure bending at the knees when moving waste bags into the compactor.

- Ensure gate is closed before operating.
- Check power cord for frayed or cracked.
- Operate machine with key provided.
- Operate compactor or lifter by pressing either the automatic or manual buttons - make sure the ram is up before tipping any waste into compactor.
- Never operate compactor while any person is inside the cage.
- You must never get inside a compactor.
- When necessary to climb above the baler to clear an obstruction you must unplug the power cable first.

Supervisor/Trainer has demonstrated the activity of waste removal procedure and the cleaner performed the task, under supervision for a period of up to 8 minutes to ensure competency.

Refresher training will be provided if Supervisor observes incorrect procedures being used.

Site Supervisors carry out regular site checks to ensure cleaners are following correct controls.

Legislation and Regulation	The Model Work Health and Safety Act 2011, the Model Work Health and Safety Regulations 2011 and relevant Safe Work Australia Codes of Practice – e.g. Hazardous Manual Tasks Code Of Practice December 2011
Relevant Codes of Practice	Handling Dangerous Goods, Confined Spaces, Falls from Heights, Labelling Hazardous Chemicals, First Aid in the Workplace, Airborne Contaminates, Workplace Bullying, Manage and Control Asbestos in the Workplace, Electrical Risks in the Workplace, Managing the Risk of Fatigue, Risk of Overuse Syndrome, Prevention of Eye Injury, Work Health and Safety Consultation and Drug & Alcohol in the Workplace (Copies of all Codes of Practice located in Regulatory Documents Folder).
Permits and Licences	Nil for operating cleaning equipment including step ladders and scrubbers
Competencies Required	<p>Trainer: Cleaning Supervisor or Experienced Cleaner – after satisfactory training to sign off on Training Register.</p> <p>Cleaner: Demonstrated proficiency in the Safe Work Procedures training tasks contained in this document – at this or another site operated by TST Pty Ltd – and indicated on the Training Register once site induction has been completed.</p>