









ACCESS AND SITE SECURITY – OPENING AND CLOSING SCHOOL

STEP 1 What is the plant / process?	Access and site security-Opening and closing school		
STEP 2 What are the hazards that may arise?	STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?		
Attack from an intruder Difficulties with the execution of critical incident plans Injury from uneven surfaces	School fenced with two meter high fencing in most areas		
STEP 5 What pre-requisite safety measures should be in place?	STEP 6 What is the safe working procedure?		
1. Park as close as possible to the main entry 2. Use paved walkways 3. Report poor lightening 4. Keep all security codes absolutely confidential 5. Only clean isolated areas during daylight 6. Leave keys at the school unless otherwise instructed	1. Proceed to the sign in area 2. Deactivate security alarms 3. Keep external doors locked, where applicable 4. Lock rooms as they have been cleaned 5. Use walkways to move around the school 6. Reactivate the alarm just before leaving		
STEP 7 What is the risk level? (Please circle)	Low Moderate Substantial High Very High	Assessor: _____ Position: _____ Date: _____	









Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

CARPET SPOTTING – CLEANING OF STAINS FROM CARPETS

STEP 1 What is the plant / process?	Carpet spotting – Cleaning of stains from carpets		
STEP 2 What are the hazards that may arise?	STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?		
Degreasing of skin from chemicals Irritation from chemicals Burns from chemicals	See 'Safe Handling' section of MSDS on chemical used		
STEP 5 What pre-requisite safety measures should be in place?	STEP 6 What is the safe working procedure?		
1. Assess the type of stain 2. Use a non hazardous substance 3. Read the MSDS for the chemical used 4. Use rubber gloves 5. Place the 'Cleaning in Progress' sign in an appropriate area	1. Apply a small amount of the chemical to a white cloth 2. Apply the chemical to a small patch in the corner to ensure that it does not remove the colour from the carpet. Disuse if colour is removed 3. Spray the chemical onto the stain 4. Allow time for the chemical to work 5. Blot carpet working towards the centre of the stain with the white cloth 6. Blot excess chemical from stained area with a damp white cloth		
STEP 7 What is the risk level? (Please circle)	Low Moderate Substantial High Very High	Assessor: _____ Position: _____ Date: _____	









Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

CLEANING UP BLOOD AND BODY FLUIDS

STEP 1 What is the plant / process?	Cleaning up blood and body fluids		
STEP 2 What are the hazards that may arise?	STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?		
Biological infection Burn/irritation from bleach	See 'Safe Handling' section of MSDS on bleach		
STEP 5 What pre-requisite safety measures should be in place?	STEP 6 What is the safe working procedure?		
1. Use rubber gloves, safety glasses and disposable mask 2. Do not walk on blood or body fluid	<ol style="list-style-type: none"> 1. Use paper towel or cardboard scraper to remove any solid material 2. Place solid material in a disposable plastic bag 3. Pour chemical on to spill 4. Use paper towel to absorb the chemical 5. Place soiled paper towel in disposable plastic bag 6. Repeat until the area is clean 7. Mix a separate diluted bleach solution (bleach: water: 1:10) and pour solution onto non-carpeted area 8. Use paper towel to wipe and absorb the solution 9. Place the soiled paper towel in the disposable plastic bag 10. Clean all equipment used with bleach solution 11. Remove disposable mask and place in the disposable plastic bag 12. Dispose of plastic bag 13. Wash gloves and safety glasses 		
STEP 7 What is the risk level? (Please circle)	Low Moderate Substantial High Very High	Assessor: _____ Position: _____ Date: _____	









Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

CLEANING UP BROKEN GLASS

STEP 1 What is the plant / process?	Cleaning up broken glass		
STEP 2 What are the hazards that may arise?	STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?		
Cuts and scratches from broken and shattered glass			
STEP 5 What pre-requisite safety measures should be in place?	STEP 6 What is the safe working procedure?		
<ol style="list-style-type: none"> 1. Place the 'Cleaning in Progress' sign/s in position to secure the area 2. Use outdoor gloves and safety glasses 3. Never pick up broken glass by hand 	<ol style="list-style-type: none"> 1. Shovel up large pieces of glass into dustpan with broom 2. Place in newspaper and wrap securely with tape 3. Label 'Broken glass' 4. Place broken glass in bin 5. Vacuum fine glass from carpeted areas, using vacuum bag liner 6. Label bag liner and dispose of when finished 7. Place packages into a bin 8. Place lid on bin 9. Regularly check bin to ensure it does not get too heavy before emptying 10. Empty the bin directly into the bulk waste bin 		
STEP 7 What is the risk level? (Please circle)	Low Moderate Substantial High Very High	Assessor: _____ Position: _____ Date: _____	

Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

COBWEBBING – REMOVING COBWEBS FROM THE INTERIOR AND EXTERIOR OF BUILDINGS

STEP 1 What is the plant / process?	Cobwebbing – Removing cobwebs from the interior and exterior of buildings		
STEP 2 What are the hazards that may arise?		STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?	
Muscular injury as a result of over reaching Muscular injury from repetitive action Spider bite		Adoption of an Integrated Pest Management approach to pest control	
STEP 5 What pre-requisite safety measures should be in place?		STEP 6 What is the safe working procedure?	
1. Use outdoor gloves and safety goggles 2. Assess the area to be cleaned for any hazards (electrical, loose fixtures) 3. Do not cobweb within 2 meters of any power lines 4. Do not over reach when cobwebbing above shoulder height		1. Do not perform cobwebbing with the extension pole above shoulder height for periods in excess of 10 minutes without a 5 minute interval of alternate activity 2. Alternate levels of cobwebbing	
STEP 7 What is the risk level? (Please circle)	Low Moderate Substantial High Very High		Assessor: _____ Position: _____ Date: _____









Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

MOPPING FLOORS WITH A DAMP MOP

STEP 1 What is the plant / process?	Mopping floors with damp mop		
STEP 2 What are the hazards that may arise?		STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?	
Irritation from chemical used Muscular injury from repetitive action			
STEP 5 What pre-requisite safety measures should be in place?		STEP 6 What is the safe working procedure?	
1. Use a non hazardous substance 2. Read the MSDS for the chemical used. 3. Use rubber gloves and safety glasses		1. Mix chemical as instructed on the container label 2. Wheel mop bucket to the area to be cleaned 3. Agitate the mop head gently in the cleaning solution 4. Wring the mop head bending knees and keeping back straight and upright 5. Spin the mop to open mop fibres then place on the floor 6. Mop using horizontal strokes moving backwards 7. Keep the mop handle close to your body to maintain a comfortable upright posture 8. Do not perform damp mopping continuously for periods in excess of 20 minutes without a 5 minute interval of alternate activity 9. Spin mop head and store on top of bucket when finished	
STEP 7 What is the risk level? (Please circle)	Low Moderate Substantial High Very High		Assessor: _____ Position: _____ Date: _____









Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

CLEANING DUST FROM HIGH AREAS - DAMP WIPING ABOVE SHOULDER

STEP 1 What is the plant / process?	Damp wiping above shoulder – Cleaning dust from high areas		
STEP 2 What are the hazards that may arise?		STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?	
Muscular injury from over reaching Muscular injury from repetitive action Irritation from chemical used Fall from standing on inappropriate surface			
STEP 5 What pre-requisite safety measures should be in place?		STEP 6 What is the safe working procedure?	
1. Use a chemical non hazardous substance 2. Read the MSDS for the chemical used 3. Use safety glasses 4. Check area to be wiped for hazards (objects that may fall, electrical) 5. Place 'Cleaning in Progress' sign in a suitable place 6. Place a 'Do not use' tag on electrical switch while cleaning ceiling fans 7. Wipe up chemical spills according to MSDS		1. Damp the cloth, mop or mop with extension pole and commence wiping the surface 2. Rinse out cloth often 3. Do not damp wipe in excess of 10 minutes without a 5 minute interval of alternate tasks	
STEP 7 What is the risk level? (Please circle)	Low Moderate Substantial High Very High	Assessor: _____ Position: _____ Date: _____	









Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

CLEANING DUST FROM LOW AREAS - DAMP WIPING BELOW SHOULDER

STEP 1 What is the plant / process?	Damp wiping below shoulder – Cleaning dust from low areas		
STEP 2 What are the hazards that may arise?		STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?	
Muscular injury from over reaching Muscular injury from repetitive action Irritation from chemical used			
STEP 5 What pre-requisite safety measures should be in place?		STEP 6 What is the safe working procedure?	
<ol style="list-style-type: none"> 1. Use rubber gloves 2. Use a non hazardous substance 3. Read the MSDS for the chemical used 4. Wear safety glasses when pouring chemical 5. Read label for dilution of chemical 6. Use short handled mop to damp wipe low surfaces 7. Wipe up chemical spills according to MSDS 		<ol style="list-style-type: none"> 1. Damp the cloth and commence wiping furniture and fittings 2. Balance yourself with free hand on furniture to reduce strain on your back 3. Rinse out cloth often 4. Change cleaning solution as required 5. Rotate use of hands every two minutes when wiping to reduce repetitive strain 6. Do not damp wipe in excess of 30 minutes without a 5 minute interval of alternate tasks 7. Wash out cloth 8. Empty and rinse bucket 	
STEP 7 What is the risk level? (Please circle)	Low Moderate Substantial High Very High		Assessor: _____ Position: _____ Date: _____








Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

DISPOSAL OF DEAD ANIMALS

STEP 1 What is the plant / process?	Disposal of dead animals		
STEP 2 What are the hazards that may arise?		STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?	
Biological infection Burn/irritation from bleach			
STEP 5 What pre-requisite safety measures should be in place?		STEP 6 What is the safe working procedure?	
<ol style="list-style-type: none"> 1. Use disposable gloves and face protection (glasses and mask or shield) 2. Dispose of animal according guidelines in 'Part B: Animal welfare guidelines' in <i>Animals in Schools: Animal welfare guidelines for teachers</i> 3. Wash hands (Wet under running water; apply soap; vigorously rub for 30 seconds; cleaning palms, around finger nails, between fingers, fingers, thumbs, back of hands and wrists; rinse soap off) 		<ol style="list-style-type: none"> 1. Dispose of animal according to guidelines in 'Part B: Animal welfare guidelines' in <i>Animals in Schools: Animal welfare guidelines for teachers</i> 2. If local government regulations allow for disposal with regular rubbish (usually small animals), wrap remains in sufficient paper to prevent spillage and tie or tape securely. 3. Place wrapped remains in a plastic bag and refrigerate until the day of weekly disposal 4. Mix a separate diluted bleach solution (bleach: water: 1:10) and pour onto the ground where the dead animal was found 5. Use paper towel to wipe and absorb the bleach solution 6. Place the soiled paper towel, disposable mask and gloves in the disposable plastic bag and seal 7. Dispose 8. Clean face shield, glasses in bleach solution 9. Wash hands 	
STEP 7 What is the risk level? (Please circle)	Low Moderate Substantial High Very High		Assessor: _____ Position: _____ Date: _____









Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

DUST CONTROL MOPPING – MOPPING AREAS TO CONTROL DUST

STEP 1 What is the plant / process?	Dust control mopping – Mopping areas to control dust		
STEP 2 What are the hazards that may arise?	STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?		
Muscular injury from repetitive action			
STEP 5 What pre-requisite safety measures should be in place?	STEP 6 What is the safe working procedure?		
<ol style="list-style-type: none"> 1. Assess the area to be mopped 2. Remove any hazards or large litter from the floor 	<ol style="list-style-type: none"> 1. Bend hips and knees and do not twist or bend your back 2. Damp mop any spillages 3. Place the electrostatic mop on the floor and push forward 4. Keep the same edge to the front at all times 5. Maintain an upright posture 6. Keep elbows and wrist in a fixed position and guide mop with body 7. Do not lift electrostatic mop from the floor until necessary 8. Do not perform this operation for periods in excess of 30 minutes without a 5 minute interval of alternative activity 9. Lift the electrostatic mop slightly off the floor and lightly shake to remove loose debris when finished 10. Use dustpan and broom to pick up debris 11. When dust control mopping is complete, hold electrostatic mop over a waste bin and brush with banister brush 12. Electrostatic mop should be vacuumed periodically to remove excess dust 13. When mop becomes soiled, remove fringe and wash with detergent in cold water 14. Replace fringe on frame whilst damp and allow to dry before re-using 15. Store mop upside down in store room 		
STEP 7 What is the risk level? (Please circle)	<div style="display: flex; justify-content: space-around; text-align: center;"> Low Moderate Substantial </div> <div style="display: flex; justify-content: space-around; text-align: center;"> High Very High </div>	Assessor: _____ Position: _____ Date: _____	









Personal Protective Equipment Requirements

Eye Protection _____	Breathing Protection _____	Hair Protection _____	Hearing Protection _____	Hand Protection _____	Foot Protection _____	Protective Clothing _____	Face Protection _____
							

DUSTING ABOVE SHOULDER

STEP 1 What is the plant / process?	Dusting above shoulder		
STEP 2 What are the hazards that may arise?	STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?		
Muscular injury from over reaching Muscular injury from repetitive action Eye irritation from excess dust Laceration from being struck by fan blade			
STEP 5 What pre-requisite safety measures should be in place?	STEP 6 What is the safe working procedure?		
1. Collect appropriate equipment (safety glasses, extension pole and duster, dust mask, ladder, safety signs) 2. Use safety glasses 3. Assess the area for hazards (loose items, excess dust) 4. Place safety tag on electrical switch correlating to the ceiling fan being cleaned 5. Cover any sensitive equipment 6. Use a ladder where necessary 7. Do not stand on furniture	1. Gently wipe the duster over horizontal surfaces, ducting, light fixtures and ceiling fans 2. Do not over-reach 3. Do not perform dusting with an extension pole above shoulder height for periods in excess of 10 minutes without a 5 minute interval of alternate activity 4. Alternate levels of dusting at all times		
STEP 7 What is the risk level? (Please circle)	Low Moderate Substantial High Very High	Assessor: _____ Position: _____ Date: _____	









Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

DUSTING BELOW SHOULDER

STEP 1 What is the plant / process?	Dusting below shoulder			
STEP 2 What are the hazards that may arise?	STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?			
Muscular injury from over reaching Muscular injury from repetitive action Electrical shock from electrical appliances Irritation from excessive dust				
STEP 5 What pre-requisite safety measures should be in place?	STEP 6 What is the safe working procedure?			
<ol style="list-style-type: none"> 1. Assess the area for hazards (sharp edges) 2. Do not climb on furniture 3. Dust around computers and other electrical equipment carefully so as not to interfere with switches and leads 4. In areas where excessive dust levels are being generated wear a dust mask 	<ol style="list-style-type: none"> 1. Dust areas with hand cloth that are within safe reach 2. Dust low areas with duster 3. Keep back upright 4. If you have to bend over, support your body with one hand 5. Alternate dusting from hand to hand every two minutes to avoid repetitive strain 6. Do not perform dusting continuously for periods in excess of 30 minutes without a 5 minute interval of alternate activity 			
STEP 7 What is the risk level? (Please circle)	Low	Moderate High	Substantial Very High	Assessor: _____ Position: _____ Date: _____









Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

ELECTRICAL LEAD CLEANING

STEP 1 What is the plant / process?	Cleaning electrical leads		
STEP 2 What are the hazards that may arise?	STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?		
Electrical shock from lead			
STEP 5 What pre-requisite safety measures should be in place?	STEP 6 What is the safe working procedure?		
<ol style="list-style-type: none"> 1. Check that all leads have an up to date electrical tag on them 2. Do not use it they are not tagged 3. Do not remove any tags from leads 4. Do not use faulty electrical leads 	<ol style="list-style-type: none"> 1. When disconnecting an electrical lead from a power point, turn the power off, grip the plug and remove 2. Use a clean damp cloth to wipe the lead clean 3. Wipe the lead from the equipment to the plug 4. Wind the lead from the equipment to the plug and then secure the lead to the machine 		
STEP 7 What is the risk level? (Please circle)	Low Moderate Substantial High Very High	Assessor: _____ Position: _____ Date: _____	



Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

EMPTYING AND FILLING BUCKETS

STEP 1 What is the plant / process?	Emptying and filling buckets		
STEP 2 What are the hazards that may arise?	STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?		
Muscular injury from lifting heavy weight Skeletal injury from lifting heavy weight Irritation from chemical used			
STEP 5 What pre-requisite safety measures should be in place?	STEP 6 What is the safe working procedure?		
1. Use rubber gloves and safety glasses 2. Use a non hazardous substance 3. Read the MSDS for the chemical used 4. Dilute chemical according to instructions on label	1. Add water to bucket 2. Only fill half the bucket with water 3. Fill the water as close as possible to the area about to be cleaned 4. Pick up bucket by bending knees and keep back straight and upright 5. Carry bucket to work area 6. Use mop to push buckets on coasters as opposed to picking up the bucket 7. Empty bucket in approved sink by bending knees and keeping back straight and upright		
STEP 7 What is the risk level? (Please circle)	Low Moderate Substantial High Very High	Assessor: _____ Position: _____ Date: _____	









Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

EMPTYING SMALL WASTE BUCKETS

STEP 1 What is the plant / process?	Emptying small waste buckets		
STEP 2 What are the hazards that may arise?	STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?		
Cuts from unwrapped sharps Muscular and skeletal injury from lifting heavy weights			
STEP 5 What pre-requisite safety measures should be in place?	STEP 6 What is the safe working procedure?		
1. Use outdoor gloves 2. Assess hazards before emptying (broken glass, syringes) 3. Never push down rubbish with your hand	1. Grip bins with both hands and gently raise one side to assess weight 2. Bend knees and keep back straight and upright to lift bins 3. Empty contents into large plastic bags 4. Replace plastic bin liner if soiled 5. When carrying the plastic bag keep it away from your body 6. When all small bins are emptied place rubbish in bulk waste		
STEP 7 What is the risk level? (Please circle)	Low	Moderate High	Substantial Very High
Assessor: _____		Position: _____ Date: _____	









Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

EXTERNAL LITTER COLLECTION

STEP 1 What is the plant / process?	Collection of external litter		
STEP 2 What are the hazards that may arise?		STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?	
Muscular injury from bending incorrectly to collect litter Infection from waste			
STEP 5 What pre-requisite safety measures should be in place?		STEP 6 What is the safe working procedure?	
<ol style="list-style-type: none"> 1. Assess the area for hazards (syringes, broken glass) 2. Use outdoor gloves 3. Check mechanical sweeper (brushes and belts should be free from obstruction) 		<ol style="list-style-type: none"> 1. Pick up litter from grassed areas and gardens using a litter picker 2. Place litter in a plastic bag or bin 3. Rotate the use of the litter picker from hand to hand every 2 minutes to reduce repetitive strain 4. Use the mechanical sweeper to pick up litter from paved areas 5. Empty the contents of the mechanical sweeper regularly into a bin 6. Use a long handled dustpan and broom to spot sweep paved areas where no mechanical or motorized vacuum is provided 7. Empty dustpan into plastic bag or bin 	
STEP 7 What is the risk level? (Please circle)	<div style="display: flex; justify-content: space-around; font-weight: bold;"> Low Moderate Substantial </div> <div style="display: flex; justify-content: space-around; font-weight: bold;"> High Very High </div>	Assessor: _____ Position: _____ Date: _____	









Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

FLOOR MACHINE BUFFING

STEP 1 What is the plant / process?	Floor machine buffing			
STEP 2 What are the hazards that may arise?	STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?			
Muscular and skeletal injury Electrical shock from faulty polisher Electrical shock from damaged lead Irritation from chemical used				
STEP 5 What pre-requisite safety measures should be in place?	STEP 6 What is the safe working procedure?			
<ol style="list-style-type: none"> 1. Examine the polishing machine for cracked or damaged casing, bared wires, loose connections and damage to cord sheathing 2. Assess the area for hazards 3. Use a spray buff that isn't hazardous 4. Read the MSDS for the chemical used 	<ol style="list-style-type: none"> 1. Display the 'Cleaning in Progress' sign in a suitable area 2. Clear the area 3. Ensure the polisher handle is secured in an upright position and the wheels are in the down position 4. Lay the machine on the floor 5. Squat down and secure the drive plate and pad 6. Lift the polisher from the handle to an upright position 7. Adjust the polisher handle to suit your height and comfort 8. Connect electric lead to the power point 9. Turn on 10. Hold the machine securely 11. Start the machine 12. Commence buffing working away from the power point where possible 13. Always keep the electrical lead behind you 14. Do not use the polisher continuously for periods in excess of 20 minutes without a 5 minute interval of alternate activity 15. If spray buffing, spray a small section at time then buff 			
STEP 7 What is the risk level? (Please circle)	Low	Moderate	Substantial	Assessor: _____
	High	Very High		Position: _____ Date: _____

Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							









FLOOR SCRUBBING

STEP 1 – What is the plant / process?	Floor scrubbing	
STEP 2 What are the hazards that may arise?		STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?
Muscular and skeletal injury Electrical shock from faulty polisher Electrical shock from damaged lead Irritation from chemical used		

STEP 5 What pre-requisite safety measures should be in place?	STEP 6 What is the safe working procedure?
<ol style="list-style-type: none"> 1. Examine the polisher cracked or damaged casing, bared wires, loose connections and damage to cord sheathing 2. If the polisher is cracked, bared, loose or damaged, consult the operational manual 3. Where the school does not have earth leakage protection, a residual current device must be used on the polisher 4. Assess area to be scrubbed for any hazards (damaged floor surfaces and loose tiles) 5. The polisher is not to be used on damaged floor surfaces 6. Use a non hazardous substance 7. Read the MSDS 	<ol style="list-style-type: none"> 1. Clear area to be scrubbed 2. Display the 'Cleaning in Progress' sign 3. Mix chemical in mop bucket as instructed on the container 4. Use mop to apply solution to floor 5. Scrub edges using doodle bug scourer using moderate pressure 6. Keep back straight and upright 7. Use scrapper to remove gum 8. Ensure the polisher handle is secured in the upright position and the wheels in the down position 9. Lay the machine handle on the floor and squat down and secure the drive plate and pad 10. Lift the polisher from the handle to the upright position using your foot to stabilize the polisher 11. Adjust the polisher handle to suit your height and comfort 12. Turn vacuum motor off 13. Connect the electric lead to the power point 14. Turn it on 15. Hold the polisher handle securely and start the machine 16. Use the polisher to slowly scrub the area overlapping each section 17. Do not use the polisher continuously for periods in excess of 20 minutes without a 5 minute interval of alternate activity 18. Mop up dirty solution before it dries 19. Rinse the floor using clean water and ensuring all dirty solution is removed 20. Electrostatic mop should be vacuumed periodically to remove excess dust 21. When mop becomes soiled, remove fringe and wash with neutral detergent in cold water 22. Replace fringe on frame whilst damp and allow to dry before re-using 23. Store mop upside down in store room

STEP 7 What is the risk level? (Please circle)	Low Moderate Substantial High Very High	Assessor: _____ Position: _____ Date: _____
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Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

FLOOR SEALING

STEP 1 What is the plant / process?	Sealing of floors			
STEP 2 What are the hazards that may arise?	STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?			
Muscular injury from repetitive action Muscular injury from over reaching Irritation from sealer				
STEP 5 What pre-requisite safety measures should be in place?	STEP 6 What is the safe working procedure?			
<ol style="list-style-type: none"> 1. Assess the area for hazards and remove large items from the floor 2. Use a non hazardous sealer 3. Read the MSDS for the chemical 4. Use safety glasses and rubber gloves 	<ol style="list-style-type: none"> 1. Display the 'Cleaning in Progress' sign 2. Ventilate area by opening doors and windows 3. Sweep the floor using the dust control mop 4. Pick up all debris using the dust pan and broom 5. Mix sealer in mop bucket as instructed on the container 6. Keep back straight and upright while partially wringing out mop 7. Spin the mop to open mop fibres 8. Place on the floor 9. Apply a thin layer of sealer working back towards the door 10. Continue applying sealer until the entire floor has been covered 11. Allow floor to dry between coats 12. Apply second coat at the opposite angle to the first coat 13. Apply the remaining coats using the same method 14. All other coats should be applied 30cm from the wall 15. Allow 24 hours to dry before buffing 			
STEP 7 What is the risk level? (Please circle)	Low	Moderate High	Substantial Very High	Assessor: _____ Position: _____ Date: _____

Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							









FLOOR STRIPPING

STEP 1 What is the plant / process?	Floor stripping	
STEP 2 What are the hazards that may arise?		STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?
Irritation from chemical used Muscular injury from repetitive action Muscular injury from over reaching Electric shock from faulty polisher or damaged lead		

STEP 5 What pre-requisite safety measures should be in place?	STEP 6 What is the safe working procedure?
<ol style="list-style-type: none"> 1. Use a non hazardous chemical 2. Read the MSDS for the chemical used 3. Assess the area for hazards 4. Remove large items from floor 	<ol style="list-style-type: none"> 1. Ventilate area by opening doors and windows 2. Sweep dry floor using dust control mop 3. Put on gloves, boots and safety glasses 4. If stripper comes into contact with skin wash it off immediately 5. Prepare mop bucket with stripper solution 6. Apply stripper to the floor liberally approximately 15 square metres at a time 7. Leave stripper on floor for 5-10 minutes to allow stripper to work 8. Do not allow stripper to dry on floor 9. Scour the edges using the doodle bug and scourer and scraper if necessary 10. Ensure the polisher handle is in the upright position and the wheels in the down position 11. Lay the machine handle on the floor and squat down and secure the drive plate and pad 12. Lift the machine from the handle to the upright using your foot to stabilize the polisher 13. Adjust the polisher handle to suit your height and comfort and connect electric lead to power point and turn on 14. Ensure the vacuum motor is off 15. Hold the handle securely and start the machine 16. Slowly scrub area using a side to side motion overlapping each section 17. Remove dirty stripping solution before it dries using mop or floor squeegee 18. Rinse floor with clean water 19. Repeat procedure until polish build up is removed and all floor area is stripped 20. If appropriate apply neutralizer to the floor 21. Allow time to dry

STEP 7 What is the risk level? (Please circle)	Low Moderate Substantial High Very High	Assessor: _____ Position: _____ Date: _____
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Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

FURNITURE MOVING

STEP 1 What is the plant / process?	Furniture moving		
STEP 2 What are the hazards that may arise?		STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?	
Muscular and skeletal injury from moving furniture			
STEP 5 What pre-requisite safety measures should be in place?		STEP 6 What is the safe working procedure?	
<ol style="list-style-type: none"> 1. Assess the area for hazards (floor surfaces, broken wheels on furniture, falling objects) 2. Test furniture with wheels to make sure it moves easily 3. Use outdoor gloves if handling rough surfaces 4. Make a plan of where to place furniture (and only move the furniture the minimum distance required) 5. Only move furniture which is within your capabilities 6. Team lift furniture outside your capabilities 		<ol style="list-style-type: none"> 1. Use a trolley of furniture 'dolley'. 2. When lifting make sure you bend your knees and lift with the leg muscles not your back 3. Make sure the weight is evenly distributed when two people are lifting 4. Avoid the stacking of furniture 5. Never store furniture in an exit or access way 	
STEP 7 What is the risk level? (Please circle)	Low Moderate Substantial High Very High		Assessor: _____ Position: _____ Date: _____









Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

HOSING

STEP 1 What is the plant / process?	Hosing		
STEP 2 What are the hazards that may arise?		STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?	
Muscular injury from picking up debris which is too heavy			
STEP 5 What pre-requisite safety measures should be in place?		STEP 6 What is the safe working procedure?	
<ol style="list-style-type: none"> 1. Assess the area to be hosed for hazards (glass, syringes) 2. Make sure windows and doors are closed so water does not enter the building 3. Use boots 4. Do not hose timber 		<ol style="list-style-type: none"> 1. Pick up any large debris 2. Unwind hose and commence hosing paved areas 3. Do not hose litter into garden beds 4. Hose debris towards a central spot 5. Pick up debris 6. Empty debris into waste container 	
STEP 7 What is the risk level? (Please circle)	Low Moderate Substantial High Very High	Assessor: _____ Position: _____ Date: _____	

Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

INTEGRATED PEST MANAGEMENT

STEP 1 What is the plant / process?	<p><i>Integrated pest management</i> <i>Integrated Pest Management (IPM) is a method of pest control that relies on a combination of techniques or strategies, which may include, but is not limited to, the use of pest control chemicals. The overall aim of IPM is to prevent pest problems and to reduce pest numbers to a low enough level so as to minimise problems that result from reliance on one type of control method. The controls can be classed into the following categories:</i></p> <p><i>Physical controls</i> <i>Physical controls are those that can be carried out to alter environmental factors in a way that reduces pest populations (crop rotation, 'mating disruption' involving the use of sex pheromones).</i></p> <p><i>Biological control</i> <i>The principle behind biological pest control is that a given pest has enemies – predators, parasites <u>or pathogens</u>. By introducing or encouraging such enemies, the population of pest organisms should decline. There are three general approaches to biological pest control -importation of a biological agent, augmentation, conservation.</i></p> <p><i>Genetic modification</i> <i>With advances in biotechnology and molecular biology, it is becoming increasingly easy to transfer <u>resistance</u> genes into a plant – this is called gene transformation or <u>genetic engineering</u>. The idea is to engineer a disadvantageous trait in a pest and then release modified individuals into the outside world. The genetic engineering of organisms is controversial. Some people argue that toxins produced as a result of gene transfer may have harmful effects on beneficial organisms or on human health, while others suggest that the transferred gene might 'escape' into wild, related species of the modified organism, with possible ecological implications.</i></p> <p><i>Chemical control</i> <i>The use of chemical pesticides often forms part of an integrated pest management strategy. The key is to use pesticides in a way that complements rather than hinders other elements in the strategy and which also limits negative environmental effects. It is important to understand the life cycle of a pest so that the pesticide can be applied when the pest is at its most vulnerable – the aim is to achieve maximum effect at minimum levels of pesticide.</i></p>	
STEP 2 What are the hazards that may arise?	STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?	
Human reaction to any of the controls employed		

STEP 5 What pre-requisite safety measures should be in place?	STEP 6 What is the safe working procedure?
<ol style="list-style-type: none"> 1. Adopt good hygiene and sanitation practices 2. Adopt one or a combination of the controls below over chemical applications: <ul style="list-style-type: none"> • use of beneficial plants • use of beneficial insects • creating inhospitable living conditions by reducing food and water; • crop rotation • soil solarisation • physical controls such as traps, collars, barriers • sanitation (e.g. disease free planting material) • the use of resistant species • biological controls • intercropping (e.g. planting marigolds amongst tomatoes to control nematode) 3. If a pest control operator is engaged, are they licensed? 4. Obtain a copy of the pest control operators licence and insurance indemnity, if engaged. 5. Use non-hazardous chemicals 6. Read MSDS 7. Inform school community and neighbours of chemical applications 8. Ventilate rooms thoroughly after application 	<p><i>The factors that affect your IPM decisions include:</i></p> <ol style="list-style-type: none"> 1. How much money and time you have to spend controlling the pest 2. Environmental conditions at the time of the pest outbreak 3. Whether or not you are willing to use a pesticide 4. Whether a pesticide is necessary to control your particular pest 5. Selection of the best pesticide for your particular pest <ol style="list-style-type: none"> 1. Follow directions on packaging

STEP 7 What is the risk level? (Please circle)	Low Moderate Substantial High Very High	Assessor: _____ Position: _____ Date: _____
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Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

INTERNAL LITTER

STEP 1 What is the plant / process?	Collection of internal litter		
STEP 2 What are the hazards that may arise?		STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?	
Muscular injury from bending incorrectly to collect litter Infection from waste			
STEP 5 What pre-requisite safety measures should be in place?		STEP 6 What is the safe working procedure?	
<ol style="list-style-type: none"> 1. Assess the area for hazards (sharps, broken glass) 2. Use outdoor gloves if handling litter 3. Do not overfill the dust pan 		<ol style="list-style-type: none"> 1. Use a long handled dustpan and broom to pick up litter from the floor 2. If using a dustpan and broom bend at the knees and keep back straight and upright 3. Place dustpan on the floor 4. Put rubbish in plastic garbage bag/bin 5. Replace soiled bin liners 6. Empty dustpan into plastic bag or bin 	
STEP 7 What is the risk level? (Please circle)	<div style="display: flex; justify-content: space-around; font-weight: bold;"> Low Moderate Substantial </div> <div style="display: flex; justify-content: space-around; font-weight: bold;"> High Very High </div>	Assessor: _____ Position: _____ Date: _____	









Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

MINOR GRAFFITI REMOVAL

STEP 1 What is the plant / process?	Removal of minor graffiti		
STEP 2 What are the hazards that may arise?		STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?	
Irritation from chemical used			
STEP 5 What pre-requisite safety measures should be in place?		STEP 6 What is the safe working procedure?	
<ol style="list-style-type: none"> 1. Use rubber gloves and safety glasses or face shield 2. Use a non hazardous chemical 3. Read the MSDS for the chemical used 4. Read label of chemical for dilution instruction 		<ol style="list-style-type: none"> 1. Apply chemical to graffiti 2. Leave for appropriate time for chemical to work 3. Wipe surface with damp cloth or scourer 	
STEP 7 What is the risk level? (Please circle)	<div style="display: flex; justify-content: space-around; text-align: center;"> Low Moderate Substantial </div> <div style="display: flex; justify-content: space-around; text-align: center;"> High Very High </div>	Assessor: _____ Position: _____ Date: _____	








Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

MOWING LAWN

STEP 1 What is the plant / process?	Mowing lawn (excludes electric lawn mower)		
STEP 2 What are the hazards that may arise?	STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?		
Fuel explosion from fuelling close to an ignitable source Eye injury from mower hurling objects Muscular injury from over reaching Deafness Traumatic amputation	Students in the area to be mowed		
STEP 5 What pre-requisite safety measures should be in place?	STEP 6 What is the safe working procedure?		
<ol style="list-style-type: none"> 1. Read manufacturers manual from cover to cover 3. Complete formal induction in use of lawn mover 4. Check rear guard shield and discharge deflector 5. Check casing is not cracked and blade is sharp 6. Wear long pants 7. Check the area to be mowed for hazards (large objects, uneven ground) 8. Clear the area of people (15 meters) 9. Use ear muffs and safety glasses 10. Use dust mask if excessive levels of dust are generated 11. Move the mower 20 meters from the fuelling point and return fuel container to store before commencing 12. Use funnel to prevent spillage when fuelling 13. Watch for hidden hazards such as holes, roots, drain pipes and insect nests 14. Use caution around low hanging branches 	<ol style="list-style-type: none"> 1. Check rear guard shield and discharge deflector 2. Check casing is not cracked and blade is sharp 3. Start the lawn mower 4. Always push mower in a forward direction 5. Proceed slowly in tall, heavy grass to avoid choking and stalling 6. Set mower at highest cutting level when operating on rough ground 7. Maintain an upright posture 8. Mow across slopes 9. Turn off the mower 10. Replace worn or thin blades 11. Always store mower three meters away from Dangerous Goods (Classes 1-4 especially) 		
STEP 7 What is the risk level? (Please circle)	Low	Moderate	Substantial High Very High
Assessor: _____		Position: _____ Date: _____	









Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

OPENING AND CLOSING GATES

STEP 1 What is the plant / process?	Opening and closing gates		
STEP 2 What are the hazards that may arise?	STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?		
Crushing of digits/hand			
STEP 5 What pre-requisite safety measures should be in place?	STEP 6 What is the safe working procedure?		
<ol style="list-style-type: none"> 1. Ensure that there are no obstructions 2. Ensure that the gate is not too heavy 	<ol style="list-style-type: none"> 1. Keep hands and feet clear of pinching points 2. Firmly grip the handle and use body weight to slowly open or close gate 		
STEP 7 What is the risk level? (Please circle)	Low Moderate Substantial High Very High	Assessor: _____ Position: _____ Date: _____	









Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

OPENING AND CLOSING WINDOWS









STEP 1 What is the plant / process?	Opening and closing windows		
STEP 2 What are the hazards that may arise?	STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?		
Muscular injury from over reaching Muscular injury from sudden movements Fall from standing on unstable surface			
STEP 5 What pre-requisite safety measures should be in place?	STEP 6 What is the safe working procedure?		
1. Only open and close windows that are in reach 2. Never stand on chairs to open and close windows	1. Use window latch to open and close window 2. Report windows that cannot be locked		
STEP 7 What is the risk level? (Please circle)	Low Moderate Substantial High Very High	Assessor: _____ Position: _____ Date: _____	

Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

OUTDOOR BLOWER









STEP 1 What is the plant / process?	Collection of waste using outdoor blower		
STEP 2 What are the hazards that may arise?	STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?		
Electrical shock from faulty blower Fuel explosion from fuelling close to an ignitable source Eye irritation from blower being directed at another party Muscular injury from over reaching			
STEP 5 What pre-requisite safety measures should be in place?	STEP 6 What is the safe working procedure?		
1. Check blower for damaged parts 2. Ensure all fasteners are tight 3. Use outdoor gloves, safety glasses/shield and ear muffs 4. Do not wear loose clothing 5. Tie back hair that is below shoulders 6. Use dust mask if excessive levels of dust are generated 7. Clear the area of people (15 meters) 8. Check manufacturer's instructions for correct fuel mixture and starting procedures 9. Move the blower 20 meters from the fuelling point and return fuel container to store before commencing 10. Never start a petrol blower in a confined space or building 11. If anyone approaches during blowing, turn the machine off immediately 12. Never aim the blower at a person	1. Place the unit on a level surface and stand in a stable position while starting 2. Keep a firm grip 3. Using a sweeping action to blow debris to a central place for pick up and removal 4. Do not blow litter into garden beds 5. Blow litter away from buildings 6. Do not over-reach 7. Maintain a good footing 8. Alternate hands every 2 minutes to reduce repetitive strain 9. Do not perform this task for periods in excess of 15 minutes without a 5 minute interval of alternate activity		
STEP 7 What is the risk level? (Please circle)	Low	Moderate High	Substantial Very High
	Assessor: _____		Date: _____
Personal Protective Equipment Requirements			

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

OUTDOOR VACUUM

STEP 1 What is the plant / process?	Collection of waste using outdoor vacuum		
STEP 2 What are the hazards that may arise?	STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?		
Electrical shock from faulty blower Fuel explosion from fuelling close to an ignitable source Eye irritation from blower being directed at another party Muscular injury from over reaching			
STEP 5 What pre-requisite safety measures should be in place?	STEP 6 What is the safe working procedure?		
1. Pick up large objects before commencing vacuuming 2. Check that machine is in good order 3. Check that the area to be vacuumed for hazards (large objects, uneven ground) 4. Use ear muffs and safety glasses 5. Use dust mask if excessive levels of dust are generated 6. Do not push machine up and down stairs 7. Never leave the machine running while unattended	1. Use a blower or broom to clean edges and around fixed furniture 2. Start machine according to manufacturers instructions 3. Hold the handle with one hand and pull the start cord with the other hand to start 4. Push the throttle to maximum revs to commence vacuuming 5. Push the machine forward to clean the designated area 6. Use ramps or paved walkways to move from one area to another 7. Empty the bag regularly and do not over fill the bag with rubbish		
STEP 7 What is the risk level? (Please circle)	Low Moderate Substantial High Very High	Assessor: _____ Position: _____ Date: _____	









Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

PETROL HANDLING AND STORAGE

STEP 1 What is the plant / process?	Petrol handling and storage		
STEP 2 What are the hazards that may arise?	STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?		
Explosion from handling close to an ignitable source Muscular injury from lifting heavy containers Inhalation from fumes			
STEP 5 What pre-requisite safety measures should be in place?	STEP 6 What is the safe working procedure?		
<ol style="list-style-type: none"> 1. Do not decant petrol 2. Buy petrol in containers that are easily lifted when full 3. Petrol is to be stored in a well ventilated and secure storeroom 4. Bend knees and keep back straight when picking up petrol 5. Naked flames must never be near petrol 6. No more than 20 litres of petrol should be stored at a school without an approved WorkCover bunker 7. If petrol is spilled during pouring, wipe the excess petrol with a dry cloth 	<ol style="list-style-type: none"> 1. Check and add petrol to equipment before starting the motor 2. After refuelling securely place the lid back on the petrol container 3. Return to the store 4. Always move the equipment 20 metres from the fuelling point before starting it 		
STEP 7 What is the risk level? (Please circle)	Low Moderate Substantial High Very High	Assessor: _____ Position: _____ Date: _____	

Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

PROTECTION FROM ULTRAVIOLET RADIATION FOR OUTDOOR WORKERS

STEP 1 What is the plant / process?			
STEP 2 What are the hazards that may arise?		STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?	
Skin cancer Sun burn Sun spots		Summer	
STEP 5 What pre-requisite safety measures should be in place?		STEP 6 What is the safe working procedure?	
1. A long sleeve shirt made of a close weave from a lightweight breathable fabric that is highly visible must be worn when undertaking any sun exposed outdoor work 2. Long loose fitting trousers or overalls must be worn when undertaking any sun exposed outdoor work 3. A hat with a broad brim (no less than 8cms in width) and neck flap must be worn when undertaking any sun exposed outdoor work 4. Glare resistant, lightweight, wrap around glasses which screen out 95% ultra violet light must be worn when undertaking any outdoor work 5. SPF 30+sunscreen and lip balm must be applied to all exposed skin 20 minutes prior to undertaking any sun exposed outdoor work		1. Avoid the use of chemicals, medications, cosmetics, fruits and plants that cause photosensitization. See MSDS and product information sheets 2. When working outside in the sun, take breaks in the shade as needed 3. Drink plenty of water	
STEP 7 What is the risk level? (Please circle)	Low Moderate Substantial High Very High		Assessor: _____ Position: _____ Date: _____









Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

MOVING HEAVY ITEMS

STEP 1 What is the plant / process?	Removal of heavy items		
STEP 2 What are the hazards that may arise?		STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?	
Muscular injury from lifting heavy items			
STEP 5 What pre-requisite safety measures should be in place?		STEP 6 What is the safe working procedure?	
<ol style="list-style-type: none"> 1. Use outdoor gloves 2. Assess the weight before lifting 		<ol style="list-style-type: none"> 1. Firmly grip the object with both hands 2. Gently raise one side to assess weight 3. Remove some of the contents if too heavy 4. Use mechanical aids to move objects where appropriate 5. Ask for assistance to move heavy or awkward objects 6. If no assistance is available, do not move the object 7. Use mechanical bin lifter to empty bins 8. Do not use bin lifter if the bulk bin is full 	
STEP 7 What is the risk level? (Please circle)	Low Moderate Substantial High Very High		Assessor: _____ Position: _____ Date: _____

Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

MOWING – RIDE ON MOWER

STEP 1 What is the plant / process?	Ride-on mower			
STEP 2 What are the hazards that may arise?	STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?			
Fuel explosion from fuelling close to an ignitable source Eye injury from mower hurling objects Muscular injury from over reaching Deafness Traumatic amputation Crush Injury resulting from fatigue	Students in the area to be mowed			
STEP 5 What pre-requisite safety measures should be in place?	STEP 6 What is the safe working procedure?			
1. Read manufacturers manual from cover to cover 2. Complete formal induction in use of ride-on mower 3. Maintain mower and attachments in good operating condition, including checking oil levels, tyre pressure, keeping safety devices in place such as roll over protection and ensuring blade is sharp/secure 4. Wear sun protection 5. Wear long pants, ear muffs, safety glasses and dust masks 6. Do not transport passengers 7. Clear the area of people (15 metres) 8. Check the area to be mowed for hazards (large objects, etc) 9. Keep the mower flat on the ground – never tilt it while it is running 10. Do not speed and avoid abrupt stopping 11. Maintain a proper footing and balance at all times 12. Take appropriate breaks to prevent fatigue 13. Move the ride-on 20 meters outside from the fuelling point and return fuel container to store before commencing mowing 14. Use caution around low hanging branches 15. Never leave ride-on unattended	1. Place 'Mowing in progress' signs in appropriate areas 2. Operate ride-on from seated position only 3. Disengage all attachment clutches and shift mower into neutral before starting the engine 4. Start the engine 5. Mow up and down slopes to avoid tipping or right angles facing the hill 6. Proceed slowly in tall, heavy grass 7. Set mower at highest cutting level when operating on rough ground 8. Watch for hidden hazards (holes, roots, soft edges, drain pipes) 9. Reduce speed on slopes when making sharp turns 10. Look behind when backing up and only back up short distances 11. After an impact, check the blades for damage only after the mower is turned off, blades have ceased rotating and ride-on is relatively cool 12. Maintain an upright posture 13. Turn off the ride-on mower 14. Wait for blades to stop rotating before alighting 15. Replace worn grass catcher bags			
STEP 7 What is the risk level? (Please circle)	Low	Moderate	Substantial	Very High
	Assessor: _____			
	Position: _____ Date: _____			




Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

SHALLOW DRAIN CLEANING

STEP 1 What is the plant / process?	Cleaning of shallow drains					
STEP 2 What are the hazards that may arise?			STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?			
Muscular injury from lifting grate Cut from hidden sharps in drains						
STEP 5 What pre-requisite safety measures should be in place?			STEP 6 What is the safe working procedure?			
<ol style="list-style-type: none"> 1. Assess the area to be cleaned for hazards 2. Use outdoor gloves 3. Only clean shallow drains 			<ol style="list-style-type: none"> 1. Use lifting key to lift and remove grates from drain 2. Use leg muscles when lifting 3. Bend knees and keep back straight and upright 4. Sweep, hose, blow or shovel debris to a central point 5. Pick up debris with shovel 6. Use leg muscles when shovelling, bend your knees and keep your back straight 7. Shovel the debris into a suitable container 8. Continually check the weight 9. Dispose of debris 			
STEP 7 What is the risk level? (Please circle)		<div style="display: flex; justify-content: space-around;"> Low Moderate Substantial </div> <div style="display: flex; justify-content: space-around;"> High Very High </div>		Assessor: _____ Position: _____ Date: _____		









Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

SHARPS HANDLING

STEP 1 What is the plant / process?	Sharps handling		
STEP 2 What are the hazards that may arise?	STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?		
Infection from blood and body fluid (If injured by a syringe/needle 1. Wash the wound with soap and water immediately 2. Seek medical assistance immediately)			
STEP 5 What pre-requisite safety measures should be in place?	STEP 6 What is the safe working procedure?		
1. Use outdoor gloves 2. Never place hands in areas which you cannot see 3. Never push down rubbish in bins with hands 4. Never pick up a syringe/needle with your hands	1. Place the sharps container on the ground next to the syringe/needle 2. Use tongs to pick up the syringe/needle in the middle of the needle/syringe 3. Place sharp end first in sharps container 4. Return the container to the secure storage area 5. When the container is $\frac{3}{4}$ full secure the cap and advise your supervisor that it needs to be disposed of and replaced		
STEP 7 What is the risk level? (Please circle)	Low Moderate Substantial High Very High	Assessor: _____ Position: _____ Date: _____	









Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

SINK CLEANING

STEP 1 What is the plant / process?	Cleaning of sinks		
STEP 2 What are the hazards that may arise?		STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?	
Cuts from sharps Infection from biological hazards			
STEP 5 What pre-requisite safety measures should be in place?		STEP 6 What is the safe working procedure?	
<ol style="list-style-type: none"> 1. Use rubber gloves 2. Check the sink to ensure there are no hazards in or under the sink (broken glass, chemicals, laboratory equipment, sharp objects) 3. Use dishwashing brush to clean sinks in science labs to avoid contact with broken glass 4. Use a non hazardous chemical 5. Read the MSDS for the chemical used 		<ol style="list-style-type: none"> 1. Apply cleaning chemical to sink 2. Wipe the sink, taps, plug and fixtures with a cloth or scourer 3. Wipe surface with damp cloth or scourer 4. Rinse off the cleaning solution with clean water 	
STEP 7 What is the risk level? (Please circle)	<div style="display: flex; justify-content: space-around; text-align: center;"> Low Moderate Substantial </div> <div style="display: flex; justify-content: space-around; text-align: center;"> High Very High </div>	Assessor: _____ Position: _____ Date: _____	









Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

SWEEPING

STEP 1 What is the plant / process?	Sweeping waste		
STEP 2 What are the hazards that may arise?	STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?		
Muscular injury from lifting heavy objects Muscular injury from repetitive actions			
STEP 5 What pre-requisite safety measures should be in place?	STEP 6 What is the safe working procedure?		
1. Use outdoor gloves 2. Assess area to be swept for hazards (syringes/needles, broken glass) 3. Pick up large objects which cannot be sweep	1. Hold the broom handle close to the body 2. Avoid twisting the upper body 3. Change sides every two minutes to reduce repetitive strain 4. Do not sweep for periods in excess of 30 minutes without a 5 minute interval of alternate activity 5. Use a long handled dustpan and broom to pick up rubbish		
STEP 7 What is the risk level? (Please circle)	Low	Moderate High	Substantial Very High
Assessor: _____		Position: _____ Date: _____	









Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

TOILET BOWL AND URINAL CLEANING

STEP 1 What is the plant / process?	Cleaning of toilet bowl and urinal		
STEP 2 What are the hazards that may arise?	STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?		
Irritation from chemical used Infection from blood and body fluid Fall from walking on slippery surfaces Placement in compromising position			
STEP 5 What pre-requisite safety measures should be in place?	STEP 6 What is the safe working procedure?		
1. Check that facilities are not being used 2. Use rubber gloves 3. Display the 'Cleaning in Progress' sign in a suitable position 4. Assess the area for hazards (needles, blood, broken seats) 5. Use a non hazardous chemical 6. Read the MSDS for the chemical used 7. Read the label for dilution information	1. Pour chemical around the rim of the bowl with the brush 2. Flush 3. Wipe clean the seat and the outside of the bowl, including the s bend and cistern 4. Wipe dry 5. Clean urinal with doodle bug and scourer 6. Remove and clean urinal rose as required		
STEP 7 What is the risk level? (Please circle)	Low Moderate Substantial High Very High	Assessor: _____ Position: _____ Date: _____	









Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

TRANSPORTING 120-240 LITRE WASTE BINS

STEP 1 What is the plant / process?	Transporting 120-240 litre waste bins		
STEP 2 What are the hazards that may arise?	STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?		
Muscular injury from pushing/pulling heavy weight			
STEP 5 What pre-requisite safety measures should be in place?	STEP 6 What is the safe working procedure?		
<ol style="list-style-type: none"> 1. Use outdoor gloves 2. Check that wheels are easy to use 3. Check that bin weight is not excessive by tilting the bin towards your body 4. Do not move bin if full of builder's or sub-contractors waste 5. Never push down content of a bin with your hand 6. Do not pull bin upstairs, uneven ground or grassed areas 	<ol style="list-style-type: none"> 1. If bin is too heavy, remove some of the contents 2. If the weight is not excessive tilt the bin towards your body and move to disposal area 3. Only wheel along even paved surfaces or ramps 4. Only move one bin at a time 5. Use mechanical bin lifter to empty the bin 6. Do not use bin lifter if the bulk bin is full 		
STEP 7 What is the risk level? (Please circle)	Low Moderate Substantial High Very High	Assessor: _____ Position: _____ Date: _____	









Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

UNAUTHORISED ENTRY

STEP 1 What is the plant / process?	Unauthorised entry		
STEP 2 What are the hazards that may arise?		STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?	
Attack from intruder			
STEP 5 What pre-requisite safety measures should be in place?		STEP 6 What is the safe working procedure?	
1. Do not approach any person		<ol style="list-style-type: none"> 1. Go to the administration area 2. Advise other staff to go immediately to the administration area 3. Lock the area 4. Ring the contact specified in the school's critical incident management plan 5. Remain in the administration area until the police or security have advised you that the school is safe 6. Complete an incident report or OHS Risk Assessment report and leave it for a member of the school executive 	
STEP 7 What is the risk level? (Please circle)	Low Moderate Substantial High Very High	Assessor: _____ Position: _____ Date: _____	





Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

CHAINSAW USE

STEP 1 What is the plant / process?	Using a chainsaw		
STEP 2 What are the hazards that may arise?	STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?		
Traumatic amputation Creation of an open wound from contact with Electrocution Deafness			
STEP 5 What pre-requisite safety measures should be in place?	STEP 6 What is the safe working procedure?		
1. The chainsaw will need to be equipped with a chain brake, interlock throttle system, chain catcher, rear hand protector, anti vibration system, low kick chain and spark arrestor screen. The chainsaw cannot be used if it is not equipped with all these safety features 2. Read manufacturers manual from cover to cover 3. Complete formal induction in use of chainsaw, e.g. TAFE course 4. Check all safety features 5. Check nuts are secure and casing is not cracked 6. Do not use on extreme fire danger days at the risk of starting a fire	1. Check all safety features 2. Check nuts are secure and casing is not cracked 3. Ensure muffler is in good condition 4. Do not spill fuel on chainsaw when fuelling 5. Place chainsaw on ground to start, with foot through the rear hand guard to steady it 6. Always keep chainsaw in front of body when using 7. Do not use chainsaw above shoulders 8. Chainsaws can only be used while on secure footing. This excludes ladders 9. Turn off chainsaw 10. Remove any carbon build up 11. Always store three meters away from Dangerous Goods (Classes 1-4 especially)		
STEP 7 What is the risk level? (Please circle)	Low Moderate Substantial High Very High	Assessor: _____ Position: _____ Date: _____	









Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

VACUMMING – FLOOR MODEL

STEP 1 What is the plant / process?	Vacuuming with a floor model cleaner		
STEP 2 What are the hazards that may arise?		STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?	
Electric shock from faulty vacuum and lead Muscular injury from repetitive action Muscular injury from sudden movements			
STEP 5 What pre-requisite safety measures should be in place?		STEP 6 What is the safe working procedure?	
<ol style="list-style-type: none"> 1. Empty and clean vacuum bag 2. Check that vacuum lead and fittings are in good condition. If in poor condition, lock out the floor vacuum 3. Assess the area for hazards (sharps, broken glass) 4. Use a long handled dustpan and broom or litter picker to pick up any large items or sharp objects 5. Do not vacuum wet surfaces 		<ol style="list-style-type: none"> 1. Plug in floor vacuum 2. Switch on 3. Vacuum in a forward motion maintaining an upright posture 4. Hold wand in leading hand and hose behind back with other hand 5. Use the hose to control the movement of the canister 6. Regularly check the canister and lead to avoid catching on furniture 7. Do not vacuum for periods in excess of 30 minutes without a 5 minutes interval of alternate activity 8. Clean out the bag by gently shaking it into a plastic bag 9. Brush bag with a banister brush 10. Do not wash bag 11. Wind the lead from the vacuum to the plug 12. Wipe equipment clean 13. Change filter according to manufacturer's instructions 	
STEP 7 What is the risk level? (Please circle)	Low Moderate Substantial High Very High		Assessor: _____ Position: _____ Date: _____









Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

ACUMMING – BACK PACK

STEP 1 What is the plant / process?	Vacuuming with backpack vacuum		
STEP 2 What are the hazards that may arise?	STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?		
Muscular injury from sudden movements Muscular injury from poor fitting Electric shock from faulty vacuum and lead			
STEP 5 What pre-requisite safety measures should be in place?	STEP 6 What is the safe working procedure?		
1. Empty and clean vacuum bag 2. Check that vacuum lead and fittings are in good condition. If in poor condition, lock out the backpack 3. Use a long handled dustpan and broom or litter picker to pick up any large items or sharp objects 4. Do not vacuum wet surfaces	1. Place the backpack on a desk 2. Check that the power point is turned off 3. Unwind the lead and connect to the power point 4. Loosen straps and place the backpack on 5. Adjust harness to suit 6. Do up waist strap 7. Turn the power on 8. Commence vacuuming in a forward motion working away from the power point and lead 9. Remain upright and vacuum with smooth even strokes 10. Do not vacuum for periods in excess of 30 minutes without a 5 minutes interval of alternate activity 11. Clean out the bag by gently shaking it into a plastic bag 12. Brush bag with a banister brush 13. Do not wash bag 14. Wind the lead from the vacuum to the plug 15. Wipe clean and change filter according to manufacturer's instructions 16. Store on floor or on secure hook on wall in cleaner's store		
STEP 7 What is the risk level? (Please circle)	Low Moderate Substantial High Very High	Assessor: _____ Position: _____ Date: _____	









Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

WINDOW CLEANING

STEP 1 What is the plant / process?	Window cleaning										
STEP 2 What are the hazards that may arise?		STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?									
Muscular injury from over reaching Muscular injury from sudden movements Fall from height Irritation from chemical used											
STEP 5 What pre-requisite safety measures should be in place?		STEP 6 What is the safe working procedure?									
<ol style="list-style-type: none"> 1. Check equipment is in safe working condition 2. Assess the area for hazards (broken windows, overhead electrical wires) 3. Use a non hazardous chemical 4. Read the MSDS for the chemical used 5. Use rubber gloves and safety glasses when mixing the chemical 6. Wear safety glasses when cleaning windows above shoulder height 7. When using ladders or extension poles follow the safe work practice 		<ol style="list-style-type: none"> 1. Clear cobwebs with cobweb broom 2. Use a window scraper on glass surfaces to remove tape and other materials 3. Wash windows with cleaning solution using an applicator and an extension pole where suitable 4. Remove solution from accessible glass with squeegee 5. Dry accessible edges and window frames with absorbent cloth 6. Do not perform glass cleaning with an extension pole for more than 10 minutes without a 5 minute interval of alternate activity 									
STEP 7 What is the risk level? (Please circle)	<table style="width: 100%; text-align: center;"> <tr> <td style="width: 25%;">Low</td> <td style="width: 25%;">Moderate</td> <td style="width: 25%;">Substantial</td> <td style="width: 25%;">High</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Very High</td> </tr> </table>	Low	Moderate	Substantial	High				Very High	Assessor: _____ Position: _____ Date: _____	
Low	Moderate	Substantial	High								
			Very High								









Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

WINDOW TRACK CLEANING

STEP 1 What is the plant / process?	Cleaning of window tracks		
STEP 2 What are the hazards that may arise?	STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?		
Muscular injury from over reaching Muscular injury from sudden movements Fall from height			
STEP 5 What pre-requisite safety measures should be in place?	STEP 6 What is the safe working procedure?		
1. Assess the area for hazards (broken tracks or glass) 2. Use rubber gloves 3. Check to make sure the window opens freely 4. Do not vacuum window tracks if they are wet, use a damp cloth to wipe the track	1. Open window 2. Use a banister brush or dry scourer to loosen debris in the track 3. Vacuum the track using the appropriate vacuum tool 4. Change the water and cloth as required		
STEP 7 What is the risk level? (Please circle)	Low	Moderate High	Substantial Very High
Assessor: _____		Position: _____ Date: _____	

Personal Protective Equipment Requirements

Eye Protection	Breathing Protection	Hair Protection	Hearing Protection	Hand Protection	Foot Protection	Protective Clothing	Face Protection
							

LADDERS USE

STEP 1 What is the plant / process?	Using ladders						
STEP 2 What are the hazards that may arise?			STEP 3/4 What things increase the risk of the hazard? Can the risk arising from the hazard be reduced?				
Bruising from fall Broken bones from fall Muscular injury from over reaching							
STEP 5 What pre-requisite safety measures should be in place?			STEP 6 What is the safe working procedure?				
<ol style="list-style-type: none"> 1. Assess the area for hazards (uneven ground, overhead electrical wires) 2. Use extension poles for high cleaning where possible 3. Only use a ladder if you are comfortable working at heights 4. Avoid the use of an extension ladder 5. Keep body aligned with the ladder 6. Attempt no work 2 meters from the ground without the use of fall arrest devices. 			<ol style="list-style-type: none"> 1. Place ladder on secure ground 2. When using an extension ladder a second person must foot the ladder 3. Tie off the extension ladder at the top to secure the anchor point 4. Ensure that three rungs of the extension ladder overlap in the centre 5. Do not climb above the third last rung from the top 6. While on the ladder, do not over-reach 7. Use an approved belt to carry any equipment while working on the ladder 				
STEP 7 What is the risk level? (Please circle)		<div style="display: flex; justify-content: space-around;"> Low Moderate Substantial </div> <div style="display: flex; justify-content: space-around;"> High Very High </div>		Assessor: _____		Position: _____ Date: _____	

Personal Protective Equipment Requirements

Eye Protection _____	Breathing Protection _____	Hair Protection _____	Hearing Protection _____	Hand Protection _____	Foot Protection _____	Protective Clothing _____	Face Protection _____
