

Your Clean Safety Manual SAFE WORK PROCEDURE

Workplace: Play Lands

Client: Locations Across Qld and NSW

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TASK / OPERATION:

The Use Of Ladders, Gurney, and Outdoor Sun Exposure

**Overall Risk
Rating After
Controls**

4 Acute

3 High

2

Moderate

1 Low

Personal Protective Equipment

Non-slip footwear	Sun Protection
	

Non-slip footwear and sun protective hat.

Safety Notes

Compliance with gurney and ladder use as per the safe work procedure. Checking safety signs clearly identify any risk of slipping for people on site and around the cleaning site. It is imperative a hat and sunscreen is applied at all times to prevent sun burn and dehydration.

Level	Description of Consequence or Impact	Consequence	Likelihood / Probability		
			L <i>Likely</i>	M <i>Moderate</i>	U <i>Unlikely</i>
H (1) <i>(High level of harm)</i>	Potential death, permanent disability or major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.	H (1) <i>(High)</i>	1	1	2
M (2) <i>(Medium level of harm)</i>	Potential temporary disability or minor structural failure/damage. On-site environmental discharge/release contained, minor remediation required, short-term environmental harm.	M (2) <i>(Medium)</i>	1	2	3
L (3) <i>(Low level of harm)</i>	Incident that has the potential to cause persons to require first aid. On-site environmental discharge/release immediately contained minor level clean up with no short-term environmental harm.	L (3) <i>(Low)</i>	2	3	5
Level	Likelihood / Probability				
Likely	Could happen frequently				
Moderate	Could happen occasionally				
Unlikely	May occur only in exceptional circumstances				

Risk

1 = High

5 = Low

Sequence	Potential Hazards or Risks of Each Step	RB	Control Measures- Actions To Be Taken	RA	Responsible Officer
NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.					
Risk Assessment	Lack of training	2M	Although solutions are non- hazardous care should be taken when preparing solutions. The solution will: <ul style="list-style-type: none"> • be used only for its designed purpose • have relevant MDS on site at all times • consolidate equipment for transference to playland in safe manner and always keep tidy and away from children 	1L	On Site - Cleaning Representative
Risk Assessment	Personal injury off ladders: Manual handling – sprains and strains Incorrect ladder selection Damaged ladders Lack of training	3H	All workers must be trained in the safe use and maintenance of ladders. Long ladders and heavy ladders should only be handled by two persons. See in full “Ladder Use Procedure”	1L	On Site - Cleaning Representative

Sequence	Potential Hazards or Risks of Each Step	RB	Control Measures- Actions To Be Taken	RA	Responsible Officer
NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.					
Risk Assessment	Personal injury Slips and falls Poor risk assessment. Inadequate signage Protection from outdoor sun.	2M	Safety signs must be placed in and around the play land prior to commencement of the cleaning service. Conduct a risk assessment to identify and control any associated hazards. Examples: Slipping while cleaning, falling over Safety Signs must be erected at all times prior to the commencement of the cleaning service. Hat and sunscreen must be applied prior to commencing the outdoor clean.	1L	On Site - Cleaning Representative
Preparation	Personal injury: Slips and falls Hose	3H	Hose must be checked that it is clamped to tap properly, that the safety cones have been placed over the top. Hose fittings to gurney must be checked prior to commencing work.	2M	On Site - Cleaning Representative
Pre-Start Checks	Personal injury: Slips and falls Falling	3H	Prior to starting a clean of the play land, representative must check in with the duty manager to ensure they are comfortable with the amount of safety signs, the area is cordon off properly, traffic safety cones are erected around the representatives vehicle.	2M	On Site - Cleaning Representative

Sequence	Potential Hazards or Risks of Each Step	RB	Control Measures- Actions To Be Taken	RA	Responsible Officer
NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.					
Doing (General)	Slips and falls Gurney usage	3H	Check that the soles of your shoes are free of slippery items such as dirt. While cleaning the decks and outdoors always ensure proper use of gurney, (as per Gurney Guidelines). The gurney is used strictly for cleaning the play land.	2M	On Site - Cleaning Representative
Doing (General)	Heights – cleaning top of the Play Land	3H	While working from the ladder you must have three points of substantial contact with the ladder or a stable object. Example, standing on the ladder with two feet while holding a fascia board or timber stud.	2M	On Site - Cleaning Representative
Completing the Cleaning	Slips and falls Gurney usage Safety signs	2M	Do not carry anything while ascending or descending the ladder. (Example – use a tool pouch and rope to haul tools up and down while you are stationary). The trunk of the body must remain centred on the ladder. Equipment can only be used with one hand. Once you have completed the clean all materials are to be carried in an organised manner, and placed neatly away. Never leave loose containers on site at any time. Turn the gurney off and pack away neatly in truck.	1L	On Site - Cleaning Representative

References:

OHS Acts and accompanying Regulations in all States

Worksafe Qld – slips trips and falls

Worksafe Victoria / PREVENTION OF FALLS - WORKING ON ROOFS

WorkCover New South Wales - SAFE WORKING AT HEIGHTS GUIDE 2006

Tasmanian Housing Industry Code of Practice – Managing the Risk of Falling in Housing Construction – May 2000

Contractor Name: _____

Signed: _____

Date: ____ / ____ / ____

Supervisor Name: _____

Signed: _____

Date: ____ / ____ / ____