



Risk Assessment

Mitchell & Warren's PTY LTD

Employees who have cleaning and property maintenance responsibilities are consulted during the risk assessment. We recognize the hazards employees contractors may face while cleaning and the control measures that we has put in place to reduce any risk. This helps to keep everyone at the work premises safe from harm.

Hazards Associated with Cleaning & Property Maintenance

Cleaning activities come with many different types of hazards. Most of these hazards will depend on what is being cleaned and the environment, such as whether it is an office or a factory, for example.

Hazards associated with cleaning may include:

- **The chemical products used.** Often, cleaning products can be hazardous to health, either to those using them or who are exposed to them. Hazardous cleaning products can cause ill-health impacts such as occupational dermatitis (skin irritation due to the hazardous substance or through wet work), urticaria (a skin condition caused by irritation or an allergic reaction) or respiratory irritation or illnesses (such as occupational asthma).
- **Dangerous equipment or machinery.** Depending on the workplace being cleaned, employees may come into contact with equipment and machinery that can be hazardous. For example, a cleaner may be required to wipe down a piece of machinery that has sharp blades, which could cut someone cleaning it if precautionary measures aren't in place. The hazard is even greater if the machine isn't turned off, as it may just be in sleep mode and could cause a serious accident if it starts operating while someone is cleaning it.
- **Electrical equipment.** Though this is dependent on the type of cleaning, many activities involve the use of water, which can be dangerous if used near electrical appliances.

- **Slips and trips.** If cleaners need to clean floors and leave them to air dry, this may result in people slipping. A cleaner may trip if there are trailing electrical cables on the floor, such as from a Hoover or office computers. This can be even more dangerous if the cleaner is carrying something, particularly hazardous cleaning materials that could then be dropped or spilt.
- **Manual handling.** Cleaners may need to use equipment or machines that require manual handling, such as to push a trolley containing their cleaning products and equipment. They may also be required to move objects that obstruct where they need to clean, which could be heavy and awkward to carry.
- **Lone working.** Cleaners may be working unsupervised and when others aren't at the premises, such as before an office opens to staff or once a restaurant closes. This may pose a risk to them because if they have an accident while working on their own, they may not receive immediate help without sufficient emergency procedures.
-

While the above are common examples of hazards that staff/ contractors may be exposed to, the hazards are always dependent on the particular cleaning task and environment in which it is carried out. The hazards present in someone's home where a domestic cleaner is working are going to be different to those present in a factory.

Risk Assessment

Carrying out a risk assessment ensures us that cleaning hazards in the workplace, such as those explained above, are identified, assessed and controlled with sufficient measures. This will ensure that the health and safety of employees, and others who may be at the premises, is protected.

We share the outcomes of the risk assessment with those who have cleaning and property maintenance responsibilities. This helps everyone to think and know about the hazards that they may be exposed to in the workplace. It will also help us to understand the precautionary measures that are in place to manage this risk and the part they play in this.

We have Area Managers who are designated in carrying out risk assessments and health and safety matters

We carry out a risk assessment to ensure that we comply with health and safety regulations, including the Management of Health and Safety at Work Regulations. We use the results of this to implement appropriate control measures that protect workers and anyone else exposed to hazardous substances.

COVID 19

- is responding to workplace incidents (e.g. where a worker has tested positive to COVID-19)
- is responding to concerns raised by workers, health and safety representatives, or others at the workplace
-

The [model Code of Practice: How to manage work health and safety risks](#) has provided us practical guidance about how to manage *WHS risks* through a risk assessment process. Our [key considerations was to take into account when assessing the risks associated with COVID-19](#).

Completing a Cleaning Risk Assessment

Carrying out a risk assessment for any environment or work activity involves considering what might cause harm to people and deciding what controls are needed to prevent or control that harm. Risk assessments must be completed prior to the worker commencing their cleaning activities.

To carry out a cleaning risk assessment, we follow the five key steps

1. Identify the hazards.
2. Determine who might be harmed and how.
3. Decide what measures are needed to control the risks.
4. Record your findings.
5. Regularly review the risk assessment.

Step 1: Identify the Hazards

The first step in the risk assessment requires us to identify any potential hazards in the workplace or those caused by work activities. For cleaning, this includes the hazards explained at the beginning of this article. For example, the cleaning products used, slips and trips, and dangerous machinery. To identify these, we walk around the workplace and consider what could cause harm (potential hazards).

This involves thinking about:

- The work activity and how equipment is used.
- The cleaning chemicals and substances used.
- Any safe or unsafe work practices.
- The general state of the workplace.

- We also consult records of past accidents and ill health records to help us to identify any less obvious hazards.

Step 2: Determine Who Might Be Harmed and How

Once you have identified hazards, we then assess the risks and determine who might be harmed and how.

Where applicable we inform and train:

- All members of your cleaning staff at the workplace.
- Other people working at the premises. For example, if undertaking commercial cleaning, those who work at the office or other premises that are being cleaned.
- Members of the public who are visiting, such as a shop or supermarket.
- Contractors, maintenance workers and people making deliveries.
- Private individuals in their own homes while cleaning activities are going on.
- Temporary workers and part-time workers.

- **Step 3: Measures Needed to Control the Risks**

Once we have identified the hazards and determined who may be harmed by them and how, we decide what can be done about the hazards. This involves thinking about how each hazard could cause harm and what control measures are needed to eliminate or reduce the risk.

We consider:

- Removing the hazard altogether?
- If this isn't possible, how we can control the risk so that harm is reduced or unlikely?

Examples substituting hazardous substances for ones that are non-hazardous or less hazardous

Step 4: Record Your Findings

MW PTY LTD uses Risk Assessment for Cleaning Template below to record any findings.

Step 5: We Regularly Review the Risk Assessment

The final step of the risk assessment requires us to check on a regular basis whether there have been any changes in the workplace that may affect the risk assessment.

For example:

- If new cleaning equipment or products into the workplace?
- Has anyone's working hours changed and resulted in lone working?
- Feedback from employee
- New employees, including part-time and temporary workers, who require information, instruction or training?

MW PTY LTD review risk assessment if any changes occur that may affect the risk assessment. If no changes occur, we review our risk assessment at least once a year. We record any changes in the risk assessment and fully train your employees on them.

