



VUL-SWP-024-Cleaning

STANDARD WORK PROCEDURE (SWP)	
Description	General Site Cleaning
Site	Vulcan Mine
Department	Construction
Purpose	The purpose of this SWP is to provide a documented way of working to achieve an acceptable level of risk. The steps outlined pertain to the titled task only. All other SHMS requirements such as <i>SOPs VUL-SOP-056-PPE</i> and <i>VUL-SOP-Dust</i> must be followed.
PPE Required	
 HEAD PROTECTION (HARD HAT)	 EYE PROTECTION (SAFETY GLASSES)
 BODY PROTECTION (HIGH VIS - LONG SLEEVE / PANTS)	
 FOOT PROTECTION (SAFETY BOOTS)	 HAND PROTECTION (GLOVES)
Job Step Analysis Reference	
Other Relevant Information	
Task Specific PPE	
 FACE PROTECTION (FULL FACE SHIELD)	 LUNG PROTECTION (P2 MASK MINIMUM)
 EAR PROTECTION (EAR PLUGS / EAR MUFFS)	<i>Personnel performing cleaning tasks shall be fully inducted, hold the relevant training & competencies to complete the work and be fit for work.</i>
<i>Work Instruction is based on working in a controlled environment. If the environment, tools, equipment changes and or a deviation from this Work Instruction, a new JHA must be created and approved by all workers conducting the task.</i>	
Critical (Hazard) Risks	
Ensure controls are in place for critical risks associated with this task. These include:	• Hazardous Substances • Uncontrolled Movement • Heat • Exposure to Biological Hazards • Vehicle/Pedestrian Contact • Weather
1. Plan and prepare for site	
• Conduct pre-start meeting to discuss tasks, hazards and controls. • Ensure fundamental stability of the vehicle during loading and pre-start inspections. • Wear the required PPE, as per <i>VUL-SOP-065-PPE</i>. • Use correct manual handling and lifting techniques <i>VUL-SOP-096b-Manual Handling Tasks & Ergonomics</i> • Secure all loads to vehicle in an approved manner	



2. Travel and transport materials around site
• Conduct a Take 5 to identify hazards and controls before commencing travel. • Trained, Assessed and Authorised operator of vehicle. • Ensure positive communications when interacting with other equipment. • Abide by speed limits and give way to fauna. • All persons must comply with site traffic rules. • Drive to conditions. • Monitor weather and adhere to VUL-TAR-004-TARP-Weather
3. Access work area, set up equipment and materials
• Spotter to communicate and direct light vehicle operator and control area around plant • Use correct manual handling and lifting techniques • Break down large bundles into smaller bundles • Ensure the work access and egress routes are free of obstacles and slip and trip hazards • Set up Entry/Exit point signage and/or barricading for areas of high-risk work areas, if required
4. Cleaning
• Wear required site PPE • Wear dusk masks where required • Ensure correct use, storage and handling of chemicals as per SDS (Chemwatch) • Keep materials clear of paths and other high traffic areas • Use correct manual handling and lifting techniques • Ensure powered cleaning equipment is tested and tagged • Utilise appropriate tool for the task. Never remove guarding and inspect condition • Use dust capture systems on all portable tools to reduce dust • Apply water suppression systems to reduce dust generation • Use water or an approved vacuum cleaner (H Classification) to clean up dust • Manage fatigue via scheduled breaks • Keep hydrated - ensure regular fluid intake • Bag waste material before putting them in the bins • Ensure disposal of waste product into correct waste bin
5. Moving and unloading materials
• Use correct manual handling and lifting techniques. • Appropriate PPE • Correct tools for the task • Ensure fundamental stability of vehicle during un-loading
6. Clean work area and removal of equipment
• Use correct manual handling and lifting techniques • Have transport as close as practicable to the work area • Ensure the work access and egress routes are free of obstacles and slip/trip hazards • Construction waste to put placed in appropriate bins • Ensure in the event of adverse weather that all possible measures are taken to prevent loose materials • Restrain loads to a standard that will prevent load slippage or lost loads while in transit • Remove all barricading and signage after task complete