

EC Corp

Safe Work Procedures

Please read and initial each safe cleaning procedure to acknowledge that you have read and understand each section.

Employee Name (print): _____

Position Title: _____

EC Corp - Vacuuming Procedure

HOW TO DO IT SAFELY

You will need:

- vacuum cleaner with attachments
- small brush
- spot cleaner
- Extension cord
- Cleaning in progress sign
- Power outlet

As with any electrical appliance, before using the vacuum cleaner, ALWAYS check the cord and plug for damage. Also check that machine has a current electrical test tag in place. Report damage to the supervisor and put an "Out of Order" sign on it so that no-one else mistakenly uses it. Do not use until it has been fixed or machine has been tested and has current test tag in place. Make sure there is a cord restraint in place. Always make sure that the vacuum cleaner is plugged into the wall through a Residual Current Device (safety switch) - ask your supervisor if you do not know what this is or do not have one.

1. Vacuuming

Before doing any physical work make sure you thoroughly understand the manual handling procedure.

When plugging in or removing the plug from the wall make sure the power point is turned off. Never remove the plug from the wall by jerking the cord. This will increase the likelihood of damage to the cord and could result in a nasty shock for you.

If using a back-pack vacuum cleaner, it is best to place it on a shelf/bench etc. which is about the same height as the body so that you only have to back into it and then do up the harness. Using the correct attachment, vacuum the area in overlapping strokes.

Never run over the cord of the vacuum cleaner - always keep the cord behind the machine. The wheels of the vacuum could cut through and damage the cord which could lead to electrocution.

Move any easy to shift pieces of furniture. Do not move anything that is heavier than what you can safely handle. Use a small brush to get into hard to reach places instead. When using the small brush, kneel down on carpet rather than standing and stooping over.

NEVER vacuum if carpet is wet this may damage machine and cause electrocution.

Use a soft-brush attachment on curtains and upholstery. Do not stretch too high in order to clean curtains - get an approved foot stool or ladder instead.

Switch machine off immediately if there is a burning rubbery smell or any unusual noises coming from the vacuum. Report any problems to your supervisor and place an out of order tag on machine.

2. Finishing-Up

Empty the dust bag after each use. Do this in a well-ventilated area and wear a dust mask if you experience any irritation. Remove any entangled objects from vacuum brush or wheel. Clean filters after every use. Wind cord properly onto machine, starting at machine and coiling cord towards the unplugged end to reduce twisting of the cord. Where possible store vacuum cleaner with bag exposed. Back-pack vacuum cleaners should not be stored on the floor of your cleaner's room. Hang on wall or place on shelf above ground level.

3. Removing Stains

If the carpet is stained, remove stains using an appropriate spot cleaner after vacuuming. Wear gloves (or other PPE as may be appropriate for the chemical) when using these types of products.

Employee's Initial: Date:

EC Corporation - Emptying Bins Procedure

HOW TO DO IT SAFELY

You will need:

- Cleaner's trolley or Sulo bin
- Large garbage bags
- Bin liners

Never lift a bin that is too heavy for you to lift comfortably. Before picking it up assess whether or not you can do it safely. If you feel that it is too heavy, ask someone to help you.

1. Work Method

- Emptying of bins is done before other work such as mopping and vacuuming. Have a plan - work methodically from your starting point to the point furthest away. Ensure that you don't miss any areas.
- As you enter an area, pick up large items from the floor and put into bin before you empty it. Under no circumstances place hands into bins to shift refuse - a needle stick injury may result from doing this.

2. Lifting Safely

- assess the load - where do you need to move it from and where are you taking it to. Try and avoid unnecessary bending twisting and reaching
- place trolley or Sulo bin as close to where you are working as possible
- make sure you are balanced - keep feet apart. Crouch down to the load - knees bent, keeping back straight
- take a secure grip - make sure you get a good grip of the bin - with the whole hand, not just fingers
- keep the load close to the body - the heavier a load is, the more important it is to have the centre of gravity of the load close to the body. This will prevent excessive stress on the back and use the more powerful muscles in the arms
- always move slowly, smoothly and without jerking.

3. Emptying the Bins

Empty bins into either:

- a large garbage bag which you will place in your cleaner's trolley and cart around with you until the trolley is full; or
- more preferably if the client uses Sulo bins you may be able to wheel one around with you and empty rubbish straight into it. This will prevent double handling (less lifting etc.) as you won't have to dispose of the garbage bags later.
- Wash out bin if soiled.
- Ensure that you replace bin liners as appropriate.

Employee's Initial: Date:

EC Corp - Mopping Procedure

HOW TO DO IT SAFELY

You will need:

- vacuum / broom and dustpan
- mop
- bucket
- "DANGER - Wet, Slippery Floor" sign
- approved detergent solution.

1. Preparation

Thoroughly vacuum or sweep all areas to be damp mopped.

Check condition of mop handle - ensure that there are no splinters if the handle is wooden. Ensure you collect the approved detergent solution. Preferably use a plastic bucket on wheels.

2. Adding Water

When putting water in bucket try to fill bucket at floor level so that you do not have to lift it. If the tap fitting is high, use a hose into the bucket. **Fill bucket up half-way only. A heavy bucket may cause neck, shoulder or back strains and will make you feel tired more quickly.**

Add detergent to water in bucket. Only use the correct amount of detergent. Too much detergent will leave a residue on the floor and will not clean any better.

3. Place Floor Signs

Place "DANGER - Wet, Slippery Floor" signs at all access points of the area to be mopped.

4. Mopping

When mopping make sure that you wring the mop as dry as possible. Solutions should not be allowed to become too dirty - change as necessary.

Mop areas so that there is a dry passageway. Half of a corridor should always be free for traffic. Mop in sections no larger than 2 metres wide. Do not leave equipment lying where people could trip over it.

Employee's Initial: Date:

EC Corp - Dusting Procedure

HOW TO DO IT SAFELY

You will need:

- dry cloth
- woollen duster (with long handle)
- sponge cloth

Use a DUST MASK if working in a very dusty area or if you suffer an irritation while dusting.

Dust from top to bottom using smooth strokes. Do not flick the duster. Clean duster as needed to ensure dust is not moved from place to place.

1. Vertical Surfaces

Dust from top to bottom, using even strokes. When dusting high areas use a woollen duster with long handle so as to avoid excessive stretching. If the area is extremely high and you cannot reach it safely, use a stepping stool or sturdy step ladder (preferably with handrail). **Do not stand on and balance on furniture in order to reach high places. This could result in a serious accident.**

2. Horizontal Surfaces

Remove waste from surface to be dusted. Use even strokes to cover entire area. **Avoid bending and stretching excessively in order to dust whole item. Move your feet and stand as close as possible to the area that you are working on.**

Start with the highest furniture tops, finishing with the lowest furniture surfaces. Replace all items as found.

3. Where to Start

Start at nearest point, working methodically to furthest point (this is the quickest method).

4. Finishing-Up

If dusters look dirty, wash and hang up to dry.

Employee's Initial: Date:

EC Corp - Decanting Chemicals Procedure

HOW TO DO IT SAFELY

Introduction

One of the duties of EC Corporation cleaners and caretakers is to correctly and safely decant chemicals for use in general cleaning purposes.

These include all chemicals which are authorised for usage are included in the Chemical Substance Register which is available from your manager. The content of that register may change from time to time, and it is essential that you are familiar with the Safety Data Sheet (SDS) information for chemicals being used and have a copy of the relevant SDS on hand when using any chemicals.

Procedure

- EC Corporation staff will undergo an induction at the commencement of their employment to review all safety and quality aspects of using cleaning chemicals.
- Prior to decanting chemicals into spray bottles all personnel must ensure they have corrected Personal Protective Equipment (PPE), including goggles, and rubber gloves (min extend to forearm).
- Operator is to prepare by collecting a 5-litre bottle of chemical concentrate, a correctly labelled spray bottle for the chemical they are decanting and the correct, most recent Safety Data Sheet (SDS) and a funnel or dispensing pump.
- All chemical decanting is to occur in the cleaner's room in a cleaner's basin. Under no circumstance are chemicals to be decanted in any other location.
- Operator must read and understand all instructions given on the bottle of chemical concentrate, labelled spray bottle and SDS prior to decanting, including the correct mix ratio as recommended.
- Only once safety information/correct mix ratio is understood, and all PPE is being correctly worn should decanting begin.
- Fill bottle to correct level with plain water before adding chemical (This will minimise foaming and ensure accuracy of mixing ratio) e.g. if recommended ratio is 1:4 then in a 500ml spray bottle, 400ml of water must be added first.
- Place funnel in bottle and gently pour chemical concentrate from 5 litre bottle to the fill line indicated on the neck of the spray bottle – DO NOT OVER FILL SPRAY BOTTLES. If dispensing pumps are being used to decant chemicals, pump the concentrate in until total solution reaches fill line.
- Remove funnel from the neck of the spray bottle and secure the trigger to the bottle. Ensure it is screwed on tightly, then gently mix chemical by turning bottle upside down five times.
- Rinse the filled spray bottle under water to remove any spilt or excess chemical.
- Ensure area is thoroughly cleaned at completion of decanting the required chemicals, including washing all PPE and storing in their designated location.

All chemicals, spray bottles and SDS' etc. are available from your supervisor / manager.

IN THE EVENT OF AN EMERGENCY PLEASE CALL 0419 578 233

Employee's Initial: Date:

EC Corp - Sweeping Procedure

HOW TO DO IT SAFELY

You will need:

- broom
- dust mop
- banister brush
- dustpan
- bin

Use a DUST MASK if working in a very dirty area or if you suffer an irritation while sweeping. In some environments, you may be required to wear safety glasses to prevent particles entering the eye.

Use the broom/dust mop most suited for the surface. Do not use tools that you find too heavy to use comfortably. Using equipment that is too heavy for you may result in strains to the back, neck, shoulders, or arms. When sweeping large areas, collect dirt with dustpan several times, especially if sweeping outside. Do not try to sweep huge mounds of dirt or rubbish in a single attempt. This may result in an over-exertion injury. Sweep several smaller piles instead.

Sweep under furniture. Move the lighter furniture and replace when finished. Do not attempt to move heavy, large or awkward items by yourself. If they must be moved, ask your supervisor or another worker to help you. Use banister brush under low heavy furniture. Do not bend unnecessarily - kneel down instead.

1. Preparation

- Pick up large items from the floor and put into bin.
- Do not place hands where you cannot see them.
- Never pick up items such as syringes, medical wastes, spilt chemicals etc. in your hands.

2. Sweeping

- Before beginning to sweep, ensure that the wooden handle of the broom is smooth. Rough handles can cause splinters - report to your supervisor.
- Sweep following a straight line, pushing the broom away from you.
- Use overlapping strokes.
- Do not sweep the dirt towards yourself.
- Do not use strokes that are so large that they cause you to extend your body uncomfortably. This sort of action will cause fatigue quickly.
- Never leave brooms lying around where people may trip over them.

3. Bannister Brush

- When finished, sweep the dirt and rubbish onto a dustpan with the banister brush and place into the bin.
- It is best to use a banister brush and dustpan with a long handle so that the amount of bending that you have to do is minimised.
- If you do have to pick up anything or work at floor height, it is best to kneel down.

4. Finishing-Up

- Store brooms standing head up. Ensure that they are unable to fall on anybody or knock anything over if they do fall.

Employee's Initial: Date:

EC Corp - Bathroom / Toilet Care Procedure

HOW TO DO IT SAFELY

You will need:

- Red mop and bucket
- Toilet brush
- Rubber gloves
- Approved disinfectant and cleaning solution in labelled spray bottles
- Cleaning cloths
- Safety sign.

Always use GLOVES when cleaning bathrooms.

1. Urinal

Spray urinal with disinfectant and flush. Scrub where necessary - especially lower surface and edges, and reflush. Disinfect and wipe over step or tiles around the base of urinal. **When working at floor level, kneel or squat down with knees bent, rather than stooping with a bent back. Avoid twisting your back - move your feet and get as close as possible to the area that you are cleaning.**

2. Toilet Bowls

Wash all exterior surfaces with disinfectant i.e. cistern, lid and hinges, bowl and s-bend. **Avoid bending over the back of toilet when cleaning it. If possible, work alongside it. Never put your hands where you cannot see them - syringes etc. may have been placed behind the s-bend and other semi-hidden areas.**

Brush well inside the bowl with disinfectant. Scrub beneath the rim and the bend below water level. Flush toilet when finished. After finishing toilets rinse brush with disinfectant and allow to dry.

3. Hand Basin & Mirror

Clean basin with disinfectant solution, removing scum and soil around and under taps and other fixtures. Clean mirror with damp cloth and dry smear free.

4. Refilling Towels, Emptying Bins & Mopping

Wipe exterior of towel holder. Fill up towels and add more toilet paper where required.

Empty bins - **Never put hands into bins. Always carefully remove bin liner and contents and place into rubbish collection container OR pick up bin and empty directly by pouring contents out.** Replace bin liners where needed. **Place the safety sign indicating wet floors outside the toilet.** Mop floors with disinfectant solution. **Do not fill buckets more than halfway as they may cause you an injury when lifting or moving them.** Add the recommended amount of disinfectant to water. Too little will not do the job properly and too much will not do it better and may cause floors to become slippery. **Leave the floors as dry as possible to help prevent slipping accidents.**

Employee's Initial: Date:

EC Corporation - Cleaning Bodily Fluids Procedure

HOW TO DO IT SAFELY

You will need:

- rubber gloves (pvc, latex)
- eye protection (where there is a risk of splashing)
- disposable mask (where there is a risk of splashing)
- paper towels/cardboard for scraping
- bleach
- cleaning equipment
- plastic disposal bag

Procedure:

- Put on rubber gloves
- Do not walk or kneel in any bodily fluids
- Put on eye protection and a face mask where there is a risk of splashing
- Use paper towel or cardboard scraper to remove any solid material and place in disposable plastic bag (for vomit, sprinkle 'vomit clean-up powder' over the area, allow several minutes for absorption and sweep up with dust pan and broom)
- Clean the area with warm water and diluted neutral detergent (1-part detergent with 100 parts water)
- If the surface is likely to contact with bare skin (e.g. counter tops) pour diluted bleach (>1%) onto the surface area and allow to air dry
- Place all waste paper towels, cardboard scrapers and face mask into the disposable plastic waste bag
- Secure the waste bag and dispose as per local arrangements
- Remove gloves and eye protection and wash and disinfect thoroughly allow to air dry and return to the cleaner's storage area
- Wash hands thoroughly

Remember, in order to prevent contamination of individuals: -

- Avoid exposure of skin and mucous membrane to blood and body fluids
- If in contact, wear gloves
- If there is a risk of splashing, wear eye protection, mask or protective clothing
- Always wash hands before and after contact and on removal of gloves

Employee's Initial: Date:

EC Corporation - Cleaning Windows Procedure

HOW TO DO IT SAFELY

You will need:

- ladder
- mobile type scaffold
- applicator & squeegee
- lint-free cloths
- bucket
- window cleaning solution.

There are many glass cleaning mixtures which are commercially prepared. **Always check the Safety Data Sheet before using the product so that you are aware of any safety precautions which need to be taken.**

Always use a lint free cloth when cleaning glass.

1. Ladder Safety

For overhead work use a ladder or scaffold. Ladders should be of Australian Standard approval, and should be in good repair. **Never use a damaged ladder.**

Ensure that the tread on the steps is in good repair, and the rubber grips are on the feet so that the ladder is evenly balanced.

When working on a ladder never stand higher than the third step from the top. Do not bend or reach excessively when working on the ladder - you may cause it to tip over.

It is preferable to use a mobile type scaffold rather than a ladder wherever possible. Always ensure that scaffolds and ladders are firmly secured before climbing on them.

2. Hand Washing

Dampen cloth with solution and wipe pane from side to side covering total area. Dry off with clean dry cloth using same stroke. Wipe any spillages immediately.

3. Squeegee Washing

Using applicator wash glass from top to bottom. Squeegee off in horizontal strokes at a 60° angle, keeping edge of squeegee dry by wiping edge of blade with absorbent cloth after each stroke. Carefully clean and wipe side and bottom edges.

Do not climb onto or work from window ledges above ground level.

It is safer to use a squeegee extension pole than stretching excessively or standing on something which you can fall from.

Use dry cloth to remove water from glass.

4. Finishing-Up

If you have extra window solution which you have made up and have decided to store, it must be in a labelled container so that no person can mistake it for something else.

Employee's Initial: Date:

EC Corp - Using Bin Tug Procedure

HOW TO DO IT SAFELY

You will need:

- Leather gloves
- Bin tug

Bin tug is used to put heavy 660L and 1100L rubbish and recycling bins out for collection and bring them back in after collection.

DO NOT use the tug to pull more than ONE bin at a time.

1. Bin tug pre-operation checklist

- Before doing any physical work make sure you thoroughly understand the manual handling procedure.
- Check the battery levels healthy and ok.
- Check breaks are in good working condition.
- Check exposed electric cables for any damages.
- Do a visual inspection around the machine for any damages or for any missing parts.
- Do not use the machine if you find any damages or missing parts in the machine, put an "OUT OF ORDER" sign on the machine and contact your supervisor immediately.

2. Using bin tug

- When using the tug always let the tug follow you. Do not walk behind the tug when using it.
- Bring the tug near the bin and secure the bin to the tug using the given metal bracket.
- After you put the bracket in place, ALWAYS use safety pins to secure the bracket in place.
- Start pulling the bin where you need to move the bin.
- Place the bin in place and put the paddle brakes in the bin to ON position.
- Remove safety pins and take off the bracket to release the bin from the tug.
- Park the tug in a secure location.

Employee's Initial: Date:

EC Corp - Carpet Cleaning Procedure

SHAMPOO / STEAM CLEANING

HOW TO DO IT SAFELY

You will need:

- upright vac
- hot water extraction machine & accessories
- cleaning products
- portable pre-spray unit - atomiser
- carpet rake and kill odour
- chewing gum remover, grease remover, liquid gel, anti-bacterial
- dry cleaning fluid
- gloves, plastic protective sheet & 2 X 20 litre bucket.
- safety signs

NOTE: Residual Current Device to be supplied and used. Check RCD is operational by conducting push button test.

Always follow the manufacturer's instructions when using machines. Check the condition of the electrical cord on the vacuum cleaner. Under no circumstances should it be used if you can see any damage. Always plug into the wall through a portable Residual Current Device (safety switch) - contact your supervisor if you do not have one.

Check safety requirements on Safety Data Sheets before using chemical products.

You should always wear gloves when mixing, handling or using any chemical products.

1. Preparation

Remove as much furniture as possible. Never lift more than you can comfortably manage. If you feel that you cannot move a piece of furniture safely, always ask someone to help you. Place plastic material under legs of remaining furniture.

Place any mats to be cleaned on a hard surface - not on other carpet as bleeding and overspray may occur.

Use gum remover to remove chewing gum and spot clean as required.

If there is a bad odour and the source of the odour can be located, spray the affected area with kill odour. Follow instructions on label for dilution procedures. Always add product to water rather than water to product. If odour is general, spray entire carpets and leave for 30 minutes before cleaning.

2. Pre-extraction

If required, add anti-bacterial mixture to tank of extraction unit (as per manufacturer's instructions).

Thoroughly vacuum all carpeted area with beater action vacuum cleaner.

Make up shampoo solution in machine tank according to manufacturer's instructions. Use warm (not hot) water otherwise you will shrink the carpet. Mix solution in wet areas of premises so that any spills do not damage carpets etc.

Mix traffic lane cleaner into portable spray unit. Pre-spray two rooms in advance of shampoo process.

Shampoo/Scrub carpet concentrating on dirty and heavy wear areas. Do not over wet any carpet area. Often pre-spray will be enough to achieve a quality result.

3. Extraction

Ensure power cord on extraction machine is in good condition and use a portable Restriction Control Device. Ensure that power cord is not a tripping hazard for public or yourself. Display safety signs at strategic areas.

Extract from carpet. Use at least two strokes with wand of machine so that carpet is left as dry as possible. 80% pick up should be achieved. Work in a regimented pattern so that all areas are cleaned as described.

Dirty water to be disposed in cleaner's sink, laundry tub or toilet bowl.

Environment Protection Authority requires that dirty water must be disposed of in an appropriate manner.

Be aware of these methods. Check standards regularly.

Avoid placing machine on carpet where possible, as dripping may stain carpet. When not in use always turn wand upwards to avoid dripping on to carpet (drips and spills of solution may cause staining in carpet when not extracted immediately). Do not place where someone could trip over it.

Check all areas for hard to remove stains - treat area and report.

Rake carpet over if it is high pile.

Finish check before packing up.

4. Finishing-up

Replace furniture. Avoid unnecessary bending, lifting or twisting.

Ventilate rooms after shampooing/steam cleaning to speed drying, using fans where needed (do not use hot air to ventilate room).

Rinse out extraction tank or recovery tank and extraction unit wand.

NOTE: Steam cleaning is the common name for "Hot Water Extraction".

Employee's Initial: Date:

EC Corp - Carpet Cleaning Procedure

DRY CLEANING

HOW TO DO IT SAFELY

You will need:

- backpack vacuum with power head attachment or upright beater action vacuum
- dry foam shampoo
- dry cleaning pads
- dry cleaning buffing machine
- spot sprayer, atomiser
- pre-spray tank
- gloves, towelling cloth, carpet rake and plastic protective sheet.
- safety signs

NOTE: Residual Current Device to be supplied and used. Check RCD is operational by conducting push button test.

Always follow the manufacturer's instructions when using machines. Check the condition of the electrical cord on the vacuum cleaner. Under no circumstances should it be used if you can see any damage. Always plug into the wall through a portable RCD (safety switch) - contact your supervisor if you do not have one.

Check safety requirements on Safety Data Sheets before using chemical products.

You should always wear gloves when mixing, handling or using any chemical products.

1. Preparation

Inspect carpets for faulty joints, kitchen carpet for delaminating holes or food dye spills or old stains which may not be able to be removed through cleaning.

Inform client if problems found before starting work. Enter on job sheet.

Remove as much furniture as possible. Never lift more than you can comfortably manage. If you feel that you cannot move a piece of furniture safely, always ask someone to help you. Place plastic squares under legs of remaining furniture to avoid rust or dye bleeding.

Vacuum carpet area with back pack or upright vacuum cleaner.

Spot clean as required. Always wear gloves when spot cleaning. Follow directions on label. Do not over wet any areas.

2. Dry Cleaning

Mix dry cleaning fluid with water as per manufacturer's instructions. Mix in wet areas of premises on plastic sheet to avoid damage to floors through spills.

When spray tank or atomiser is not in use, it is to be placed on plastic so that floors are not damaged through spills. Do not leave spray or atomiser in places which children have access to.

Spray solution over carpet avoiding contact with paint work and furniture. Leave on carpet for time period recommended by manufacturer.

Place pad under machine and buff carpet in a circular motion. If carpet pile is high, rake on completion.

3. Finishing-up

Replace furniture. Avoid unnecessary bending, lifting or twisting.

If necessary ventilate rooms.

Return all equipment to cleaner's store.

Employee's Initial: Date:

EC Corp - Stripping Floors Procedure

HOW TO DO IT SAFELY

You will need:

- mop
- bucket
- "DANGER - Wet, Slippery Floor" sign
- polisher
- black pads
- doodle bug
- auto scrubber
- gloves
- safety glasses
- safety footwear

The following methods should be used:

1. Preparation

- Before commencing, ensure you have read the appropriate SDS and have completed a Job Safety Analysis, ensuring that controls are implemented for any risks or hazards that exist.
- Put gloves and safety glasses on.
- Mix stripper as per manufacturer's instructions.
- Mix stripper in a wet area which is well ventilated.
- Do not get in eyes or on skin.
- Ensure that minimal staff are present in the area working on the job.
- Always remember to keep your balance and be aware that the floor can become extremely slippery.
- The floor will feel less slippery if you scrub into the slurry from a patch that has already been scrubbed.
- Safety shoes and walking in a dragging motion may assist in helping to maintain your stability on your feet.
- If working around people the whole area should be bunded off to restrict access.
- Check the Safety Data Sheet before using the product.

2. Applying Mixture

- Avoid contact with carpet or any other area not being worked on.
- Apply mixture to area to be stripped. Avoid drying off before slurry is removed, or floor will have to be done again.

3. Removing Mixture & Buffing

- Leave solution on floor for five minutes before scrubbing with machine and doodle bugging edges and corners.
- Do not forget to check all electrical appliances and power cords for damage prior to use and ensure that a portable Restriction Control Device is used in all cases.
- Scrub off any bad marks.
- Each section must be double scrubbed and overlapped so that polish is completely removed.
- Squeegee off slurry and pick up with dust pan. Pick up remainder of slurry with mop and bucket and rinse floor.
- Allow floor to dry and have supervisor inspect before you start buffing.
- Buff floor with floor polisher.
- Check that appliance is not damaged.
- Use smooth even strokes keeping polisher as close to your body as possible so that you don't hurt you back.
- Apply sealer and polish (wear gloves). Weather conditions will decide drying time - blower will assist. Avoid contact with carpet or any other area not being worked on.

4. Finishing-Up.

- Return furniture, mats etc. to original position.
- Do not pick up anything which is too heavy - get someone to help you.
- Thoroughly clean all equipment and return to storage.

Employee's Initial: Date:

EC Corp - Applying Floor Polish Procedure

HOW TO DO IT SAFELY

You will need:

- Polishing machine
- Mop & wringer bucket
- Floor Sealer (Polish)
- Safety Sign

1. Preparation

Place “SAFETY SIGN(S)” at each end of the area you are preparing to lay polish.

Remove all furniture and fittings where possible. **Do not attempt to lift or move items which are too heavy or awkward for you. If you cannot move the items without straining get assistance from someone else.**

Open all doors and windows - if at any time, you are feeling unwell during this task, stop what you are doing and get out of the area. Contact your supervisor for advice.

2. Laying Polish

Never allow smoking in the area or polish near naked flames or sparks.

Using the mop, lay a thin even coat of polish in sections no greater than 2 metres in width. Work mop in parallel overlapping strips. Ensure you finish laying polish at the exit to the room enabling you to carry on with another task whilst the floor dries.

Allow to dry. Once dry, apply second coat in opposite direction. **Never leave a mop bucket behind you as it is a hazard and may result in injury.**

3. Buffing

Once the floor has completely dried, buff with machine to ensure a slip-free surface. **Ensure that you keep the electrical cord behind the machine at all times so as to prevent the machine from crossing and cutting or damaging the cord.**

4. Finishing-Up

Wash and rinse all equipment used in cleaners sink (use gloves).

Employee's Initial: Date:

EC Corp - Pressure Washing Procedure

HOW TO DO IT SAFELY

You will need:

- water source
- pressure washer
- 2 x "DANGER - Wet, Slippery Floor" signs
- heavy duty gloves
- protective eye goggles
- ear protection (plugs)
- plastic sheeting
- wet and dry vacuum
- council permit if public areas are affected

The following methods should be used:

1. Preparation

- Put gloves and protective eye wear on and lay plastic sheet down.
- Set up "Danger" signs at opposing ends of each area to be cleaned.
- Connect pressure washer to water source and power source (if applicable)
- Connect wet and dry vacuum to power source to pick up water from plastic sheet if it will not automatically run into sewerage system.
- Check that all power cords are intact and that current test tags are attached.

2. Cleaning Surface

- Identify surface to be cleaned and select correct pressure so as not to damage the surface.
- Insert ear protection prior to starting machine.
- Ensure a supervising operator is present and make sure they are ready to collect any waste water from the plastic sheet.
- If heavy or in ground dirt is present, some chemical may be sprayed with an atomizer onto the surface prior to it being washed, depending on the exact application. Consult your supervisor if in any doubt.
- With smooth, even strokes, commence cleaning the area to be washed as a series of smaller areas.
- Simultaneously, have the second operator catch the waste water that will be running off onto the plastic sheet.
- When necessary, empty the wet and dry vacuum contents into the sewerage system.
- Have the supervising operator check the standard of work regularly to ensure the quality of the work.

3. Finishing-Up

- After complete drying of the area that has been cleaned, remove the “Danger” signs and plastic sheeting.
- Thoroughly clean all equipment and return to storage.
- Do not pick up anything which is too heavy - get someone to help you.

Employee's Initial: Date:

Acknowledgement

I here by acknowledge that I have read and understand the above information having been explained to me and all associated documentation supplied to me.

Employee Signature:

Date:

Position: