
St Patrick's Catholic School

Guidelines for School Cleaners



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GUIDELINES FOR SCHOOL CLEANERS

Introduction

'Cleaning' is the removal of soil and the reduction of the number of germs from a surface. 'Disinfection' is the inactivation of bacteria, viruses and fungi and can be achieved by boiling or by chemical means. Thorough cleaning should occur prior to disinfection where disinfection is required. Proper cleaning and disinfection are primary controls in infection control (see *Infection Control Policy & Procedures*). A school employs a cleaner to carry out proper cleaning and as part of the infection control program.

The Cleaner is directly responsible to the Principal. A communications book (or similar) should be established so that a two way point of contact is established between to cleaner & the principal (or another nominated person).

Standards should be monitored through periodic inspections (see *Checklist for Cleaner*) by the Principal and an internal annual audit as part of the Work Health and Safety Management System.

ROLE AND RESPONSIBILITIES OF THE CLEANER

- Promote a positive safety culture in the school.
- Comply with the school's *WHS Policy*, safe work procedures, instructions and rules, particularly in the correct use of equipment.
- Identify any unsafe behaviour or unsafe or unhealthy conditions and report these to the Principal.
- Adopt risk management strategies to minimise risk of injury to people and property in the workplace
- Be responsible for own health and safety and for the health and safety of others in the workplace who may be affected by acts or omissions at work.
- Co-operate with the Principal and workers as far as is necessary to enable compliance with any requirements under the WHS Act 2011, Regulations and relevant codes of practice, that are imposed in the interests of health, safety and welfare.
- Attend WHS education and training opportunities, as provided and apply learning.
- Report or make such recommendations to eliminate or minimise any hazards of which they are aware, regarding working conditions or methods.
- Ensure so far as is reasonably practicable work and storage areas are tidy and safe.
- Wear supplied personal protection equipment (see *PPE Policy*)
- Be familiar with the material safety data sheets (MSDS) for any chemical substances used and abiding by the directions for use and storage
- Seek approval from the Principal prior to the procurement of chemicals and equipment (see *Procurement Policy*)
- Bring only approved chemicals on to the school site
- Complete (sign & date) Cleaner's Checklist as required by the Principal



COMMUNICATION

A Communications Book (appendix 4) is to be used to enter details requiring attention at the school, such as cleaning faults, areas requiring maintenance, safety and security. Constant communication is essential for effective cleaning management and a clean school.

The main points of contact are between the Principal (or a delegate) and the Cleaner. The key responsibility is to establish a consultative relationship to maintain quality cleaning standards in the school.

A communications book (or similar method) and regular meetings should contribute to a successful and professional relationship.

The communications book will serve as the formal record of all official communication between the School (through the Principal) and the Cleaner. The Communications Book should be kept in an agreed place, which is secure but accessible to both parties.

A Cleaner's Checklist (appendix 3) will serve as an important part of the regular monitoring of cleaning standards, documents the progress of the cleaning and will be retained as a legal record

CLEANING SERVICES

The Cleaner is required to provide a range of cleaning services throughout the term according to Schedule (appendix 2) in a manner that accommodates any agreed after-hours use of the school by workers or groups.

These services must be provided:

- with proper diligence and care
- to the reasonable satisfaction of the Principal
- with all reasonable directions
- with minimum disturbance to any workers;
- without moving, removing or rearranging files or documents
- using power and water only as is reasonably necessary
- in such a way as to meet Cleaning Standards

SECURITY

The Cleaner must ensure so far as is reasonably practicable that the school is locked and secured at any time it is not occupied by any workers nominated by the Principal.

When supplied with keys, the Cleaner must:

- keep the keys secure and not make copies ;
- report all lost keys to the Principal;
- keep keys secure and return them on request;

The Cleaner is required to indemnify St. Patrick's Catholic School, Latrobe for any loss, damage, and cost or expense arising if the keys are lost.



The Cleaner may not provide access to any area of the school to any person except as agreed, after consultation with the Principal.

Unless directed to the contrary by the Principal, the Cleaner must turn off all lights, air conditioners, taps, heaters and fans in each room of the school immediately after that room has been cleaned.

The Cleaner must collect and place in the container provided, all needles, syringes or sharp objects that have been discarded in the school, using the proper procedures and using personal protective equipment (PPE).

GENERAL SAFETY

The Cleaner has legal obligations in regard to health & safety and therefore must:

- exercise all reasonable health & safety precautions while working within the school
- use only approved cleaning substances & equipment
- ensure so far as is reasonably practicable that all materials and equipment are adequately and securely stored when not in use
- be familiar with the location of the first aid box
- require that material safety data sheets (MSDS) are provided by the suppliers and are readily accessible at the site of each hazardous chemical.

ELECTRICAL EQUIPMENT

- Portable electrical equipment and cord extension sets/flexible cable must be tested and tagged by a qualified electrical worker at intervals of not less than 12 months
- Portable electrical equipment must be protected by a safety switch tested in accordance with the prescribed regulation by a competent person
- Double adaptors and piggyback plugs must not be used
- Cord extension sets and electrical cables must be stored where they are not likely to be damaged
- Regular visual checks of portable electrical equipment must be carried out and any defects reported to the Principal

CHEMICAL MANAGEMENT

A cleaner should have had training in the proper use of hazardous substances.

A Hazardous Substance Register, listing material safety data sheet (MSDS) for each hazardous substance must be provided by the Cleaner (or the school if it procures the item) and a copy should be at the location of each item in case of an emergency.

Cleaners should refer to these and follow the recommendations.

- Hazardous substances are to be stored in their original containers, each with the manufacturer's label attached

- Decanted hazardous substances must be labelled identifying the hazardous substance's product name, risk and safety phrases and directions for use
- Cleaners must follow directions for safe use, and use PPE, for example, eye protection & gloves, when handling hazardous substances -reference should be made to the Material Safety Data Sheets (MSDS)

HAZARDOUS MANUAL TASKS

Hazardous manual tasks assessment and training should be considered for all cleaning tasks in the Schedule (appendix 2). This involves deciding how likely it is that an accident will happen and how severe the impact of the accident could be. Some hazards may cause frequent accidents which only result in minor bumps or scratches, while other hazards may be less likely to cause accidents, but the result could be major injuries or a fatality (see *Risk Assessment Guidelines*).

The WHS Act 2011, sets out the obligations of workers and other persons at a workplace. To assist in preventing or minimising risks from manual tasks, workers should take an active part in risk assessment to identify, assess and control the risk of musculoskeletal disorders.

They should report to the Principal:

1. any problems with the performance of a manual task.
2. any discomfort or symptoms that indicate there may be a problem with a task.
3. problems with the equipment to be used in carrying out their required duties.

PERSONAL PROTECTIVE EQUIPMENT

The WHS Act 2011 defines personal protective equipment as any clothing, equipment and substance designed to be worn by a person to protect them from risks of injury or illness. For example, eye protection is provided and must be worn if there is a risk of injury to the eyes from chemicals splashes or spills; gloves are provided and must be worn during cleaning tasks particularly during high risk activities, such as cleaning and disinfecting toilets, picking up sharps or using chemicals.

SHARPS

A sharps container must be available for disposing of sharps (used needles or syringes, broken glass, etc). Tongs/gloves should also be provided.

If injured with a discarded needle

- Wash the area gently with soap and running tap water as soon as possible.
- Apply an antiseptic and a clean dressing from the first aid kit.
- Obtain prompt medical advice from your local doctor or hospital emergency department, preferably within 24 hours.
- Place the needle in a rigid plastic container and take it with you to your doctor.
- Inform the Principal immediately.



INDUCTION

“Induction” training for the cleaner must be provided. This includes advice on emergency procedures, bathroom facilities, safe work procedures, etc.

Job specific training includes

- Hazardous manual tasks/back care.
- hazardous substances.
- safe work policies, procedures and practices in cleaning.



Appendix 1

RISK ASSESSMENT - example for Cleaner

Cleaner	Principal
Facility	School: St. Patrick's Catholic School, Latrobe
Telephone	Telephone
Signature	Date
Signature	Date

Activity	Potential Hazard	Controls
Mopping of toilets and vinyl surfaces	<p>Strain/Sprain</p> <ul style="list-style-type: none"> - moving items out of the way - frequent bending and twisting - transporting and emptying full (metal) bucket <p>Slips and falls</p> <ul style="list-style-type: none"> - slippery/wet surfaces - uneven surfaces - raised platforms - poorly lit work areas and walk ways <p>Ergonomic hazards</p> <ul style="list-style-type: none"> - poor work posture - eg twisting - repetitive motions <p>Contact with chemicals</p> <ul style="list-style-type: none"> - incorrect handling procedures - lack of information - not wearing appropriate PPE - incorrect storage - elevated exposure levels 	See Work Method Statement
Cleaning and Disinfecting toilets	<p>Strains/sprains</p> <ul style="list-style-type: none"> - moving items out of the way - frequent bending and twisting <p>Slips and falls</p> <ul style="list-style-type: none"> - slippery/wet surfaces - uneven surfaces - raised platforms - poorly lit work areas 	See Work Method Statement



	<p>Ergonomic hazards</p> <ul style="list-style-type: none"> - poor work posture - eg twisting - repetitive motions - confined spaces <p>Contact with chemicals</p> <ul style="list-style-type: none"> - incorrect handling procedures - lack of information - not wearing appropriate PPE - incorrect storage - elevated exposures levels 	
Dusting and wiping benches/surfaces	<p>Strains/sprains</p> <ul style="list-style-type: none"> - frequent bending and twisting <p>Slips and falls</p> <ul style="list-style-type: none"> - slippery wet floors - untidy work areas - steep or slippery steps and stairs - poorly lit work areas - raised platforms <p>Ergonomic hazards</p> <ul style="list-style-type: none"> - poor work posture - eg bending - repetitive motions <p>Contact with chemicals</p> <ul style="list-style-type: none"> - incorrect handling procedures - lack of information - not wearing appropriate PPE - incorrect storage - elevated exposure levels 	<p>Manual handling</p> <ul style="list-style-type: none"> - training of workers - job rotation - equipment designed to encourage minimum bending <p>Slips and falls</p> <ul style="list-style-type: none"> - access routes must be kept clear of materials and obstructions - surfaces used for access to be kept dry and in good condition - cleaners to wear appropriate shoes with good grip - adequate lighting to be provided at all times <p>Ergonomic hazards</p> <ul style="list-style-type: none"> - job rotation - modify task requirement to reduce bending - provide efficient cleaning product to reduce repetition <p>Contact with chemicals</p> <ul style="list-style-type: none"> - if hazardous substance, risk assessment is done - train cleaner in MSDS requirements - PPE provided and maintained when appropriate - substances stored and labeled correctly - first aid kit contains necessary items
Cleaning glass in doors and mirrors	<p>Strains/sprains</p> <ul style="list-style-type: none"> - moving items, furniture etc out of the way - frequent bending and twisting - stretching 	<p>Manual handling</p> <ul style="list-style-type: none"> - training of workers - job rotation - equipment designed to encourage minimum bending
	<p>Slips and falls</p> <ul style="list-style-type: none"> - untidy work areas - slippery/wet surfaces - uneven surfaces - raised platform - poorly lit work areas 	<p>Slips and falls</p> <ul style="list-style-type: none"> - access routes must be kept clear of materials and obstructions - surfaces used for access to be kept dry and in good condition - cleaners to wear appropriate shoes with good grip - adequate lighting to be provided at all times



	Ergonomic hazards <ul style="list-style-type: none"> - poor work posture - eg twisting - repetitive motions 	Ergonomic hazards <ul style="list-style-type: none"> - job rotation - modify task requirement to reduce bending - provide efficient cleaning product to reduce repetition
	Contact with chemicals <ul style="list-style-type: none"> - incorrect handling procedures - lack of information - not wearing appropriate PPE - incorrect storage - elevated exposures levels 	Contact with chemicals <ul style="list-style-type: none"> - if hazardous substance, risk assessment is done - train cleaner in MSDS requirements - PPE provided and maintained when appropriate - substances stored and labeled correctly - first aid kit contains necessary items
Hosing/sweeping outside areas	Strain/sprains <ul style="list-style-type: none"> - moving items out of the way - bending and twisting - accessing and relocating hose on the wall - moving the hose 	Manual handling <ul style="list-style-type: none"> - training of employees - job rotation - equipment designed to encourage minimum bending
	Slips and falls <ul style="list-style-type: none"> - slippery/wet surfaces - untidy work area - uneven surfaces - raised platform - poorly lit work areas 	Slips and falls <ul style="list-style-type: none"> - access routes must be kept clear of materials and obstructions - surfaces used for access to be kept dry and in good condition - cleaners to wear appropriate shoes with good grip - adequate lighting to be provided at all times
	Ergonomic hazards <ul style="list-style-type: none"> - poor work posture - eg twisting - repetitive motions - stretching 	Ergonomic hazards <ul style="list-style-type: none"> - job rotation - modify task requirement to reduce bending - provide efficient cleaning product to reduce repetition
	Contact with chemicals <ul style="list-style-type: none"> - incorrect handling procedure - lack of information - not wearing appropriate PPE - incorrect storage - elevated exposures levels 	Contact with chemicals <ul style="list-style-type: none"> - if hazardous substance, risk assessment is done - train cleaner in MSDS requirements - PPE provided and maintained when appropriate - substances stored and labeled correctly - first aid kit contains necessary items
	Contact with electricity <ul style="list-style-type: none"> - faulty electrical leads or plant - no earth leakage detectors - electric leads on ground may be a tripping hazard - water 	Contact with electricity
Replacement of hand towels/ Paper towels/ liquid soap	Strain/sprains <ul style="list-style-type: none"> - moving items etc out of the way - bending and twisting 	Manual handling <ul style="list-style-type: none"> - training of workers - job rotation - equipment designed to encourage minimum bending



Specific task/ Activity	Potential Hazard/consequences	Control measures
Replacement of hand towels/ Paper towels/ liquid soap (cont'd)	Slips and falls <ul style="list-style-type: none"> - slippery/wet surfaces - untidy work areas - uneven surfaces - raised platform - poorly lit work areas 	Slips and falls <ul style="list-style-type: none"> - access routes must be kept clear of materials and obstructions - surfaces used for access to be kept dry and in good condition - cleaners to wear appropriate shoes with good grip - adequate lighting to be provided at all times
	Ergonomic hazards <ul style="list-style-type: none"> - poor work posture - eg twisting - repetitive motions - confined spaces 	Ergonomic hazards <ul style="list-style-type: none"> - job rotation - modify task requirement to reduce bending - provide efficient cleaning product to reduce repetition
	Contact with chemicals <ul style="list-style-type: none"> - incorrect handling procedures - lack of information - not wearing appropriate PPE - incorrect storage - elevated exposures levels 	Contact with chemicals <ul style="list-style-type: none"> - if hazardous substance, risk assessment is done - train cleaner in MSDS requirements - PPE provided and maintained when appropriate - substances stored and labelled correctly - first aid kit contains necessary items



WORK METHOD STATEMENT RUBBISH COLLECTION & DISPOSAL School: St. Patrick's Catholic School, Latrobe		I approve of the use of this Work Method Statement Name: Michelle Wootton Position: Principal Signature: Date:
Description of Activity: Rubbish Collection & Disposal		Area: School
Critical Steps in this Activity	Potential Hazards	Safety Controls
Rubbish collected from waste paper bins in school rooms, administration area & staffroom.	- infectious diseases from sharps - strain/sprain injury from lifting bins off the floor.	<ul style="list-style-type: none"> ensure so far as is reasonably practicable staff are trained in manual handling techniques, sharps collection and disposal and safe work procedures write up or reproduce and make available safe work procedures for the collection and disposal of sharps provide appropriate PPE.
Rubbish collected from outside bins in school grounds.	- slip, trip or fall/strain or sprain.	<ul style="list-style-type: none"> monitor surface areas for uneven surfaces bin to have plastic liners inside ensure so far as is reasonably practicable staff are trained in manual handling.
Rubbish collected from bins in toilets.	- infectious diseases from sharps - strain/sprain injury from lifting bins off floor.	<ul style="list-style-type: none"> ensure so far as is reasonably practicable staff are trained in manual handling, sharps collection and disposal and appropriate safe work procedures write up or reproduce and make available safe work procedures for the collection and disposal of sharps.
Rubbish transferred from trolleys into wheelie bins.	- strain/sprain from opening lid of wheelie bin and putting collected rubbish in.	<ul style="list-style-type: none"> ensure so far as is reasonably practicable staff are trained in manual handling ensure so far as is reasonably practicable lid manufactured of lightest material possible.
Wash hands thoroughly		
Training Required to complete activity		
<ul style="list-style-type: none"> manual handling sharps collection and disposal safe work practices for the collection and disposal of sharps safe work practices general. 		Signed Dated Print Name:



List equipment / personal protective equipment required for this activity	List equipment maintenance checks required for this activity	Signed Dated Print Name:
<ul style="list-style-type: none"> sharps container, tongs, and heavy duty gloves. 	<ul style="list-style-type: none"> checks on PPE checks on trolley. 	

WORK METHOD STATEMENT CLEANING & DISINFECTING TOILETS		
School: St. Patrick's Catholic School, Latrobe		
Description of Activity: Cleaning & Disinfecting Toilets		Area: School toilets
Critical Steps in this Activity	Potential Hazards	Safety Controls
Cleaning, disinfecting and supplies preparation (assemble necessary supplies)	<ul style="list-style-type: none"> strain/sprain injury from lifting 20 litre containers of chemicals. <p>Contact with Chemicals</p> <ul style="list-style-type: none"> incorrect handling procedures lack of information not wearing appropriate PPE incorrect storage elevated exposures levels decanted chemicals not labelled. 	<ul style="list-style-type: none"> ensure so far as is reasonably practicable workers are trained in manual handling. <p>Contact with Chemicals</p> <ul style="list-style-type: none"> if hazardous substance, risk assessment is done in consultation with employees train all cleaners in MSDS requirements PPE provided and maintained when appropriate substances stored and labelled correctly (including decanted substances) first aid kit contains necessary items ensure so far as is reasonably practicable concentrated substances are diluted according to directions on label.
Disinfect/Cleaning Toilets and Urinals	<ul style="list-style-type: none"> strain/sprain injury from bending. <p>Contact with Chemicals</p> <ul style="list-style-type: none"> incorrect handling procedures lack of information not wearing appropriate PPE. 	<ul style="list-style-type: none"> ensure so far as is reasonably practicable staff are trained in manual handling. <p>Contact with Chemicals</p> <ul style="list-style-type: none"> if hazardous substance, risk assessment is done in consultation with workers train all cleaners in MSDS requirements



		<ul style="list-style-type: none"> • PPE provided and maintained when appropriate • substances stored and labelled correctly (including decanted substances) • first aid kit contains necessary items.
Refill soap dispenser and paper products, and clean mirrors while allowing dwell time (10mins) for disinfectant.	<ul style="list-style-type: none"> - strain/sprain injury from cleaning mirrors. <p>Contact with Chemicals</p> <ul style="list-style-type: none"> - incorrect handling procedures - lack of information - not wearing appropriate PPE. 	<ul style="list-style-type: none"> • ensure so far as is reasonably practicable workers are trained in manual handling,. <p>Contact with Chemicals</p> <ul style="list-style-type: none"> • if hazardous substance, risk assessment is done in consultation with workers • train all cleaners in MSDS requirements • PPE provided and maintained when appropriate • substances stored and labelled correctly (including decanted substances) • first aid kit contains necessary items.
Critical Steps in this Activity	Potential Hazards	Safety Controls
Mop/disinfect toilet floors	<ul style="list-style-type: none"> - sprain injury from <ol style="list-style-type: none"> soaking mop in disinfectant solution in mop bucket, and wringing out mopping floors. <p>Contact with Chemicals</p> <ul style="list-style-type: none"> - incorrect handling procedures - lack of information - not wearing appropriate PPE. 	<ul style="list-style-type: none"> • ensure so far as is reasonably practicable workers are trained in manual handling. <p>Contact with Chemicals</p> <ul style="list-style-type: none"> • if hazardous substance, risk assessment is done in consultation with workers • train all cleaners in MSDS requirements • PPE provided and maintained when appropriate • first aid kit contains necessary items.
Apply/place deodoriser and drain odour eliminator to urinals	<p>Contact with Chemicals</p> <ul style="list-style-type: none"> - incorrect handling procedures - lack of information - not wearing appropriate PPE. 	<p>Contact with Chemicals</p> <ul style="list-style-type: none"> • if hazardous substance, risk assessment is done in consultation with workers • train all cleaners in MSDS requirements • PPE provided and maintained when appropriate • first aid kit contains necessary items.
Disinfect/wipe push plates, door knobs, light switch	<p>Contact with Chemicals</p> <ul style="list-style-type: none"> - incorrect handling procedures - lack of information - not wearing appropriate PPE. 	<p>Contact with Chemicals</p> <ul style="list-style-type: none"> • if hazardous substance, risk assessment is done in consultation with workers • train all cleaners in MSDS requirements • PPE provided and maintained when appropriate



		<ul style="list-style-type: none"> • first aid kit contains necessary items.
<p>Clean (hot water/detergent), rinse and store equipment. Mop should be air dried after use. Wash hands thoroughly.</p>		
Training Required to complete Activity		
(List training required, eg First Aid, manual handling, polisher, laboratory) <ul style="list-style-type: none"> • manual handling • hazardous substances • safe work practices general. 		
List equipment / personal protective equipment required for this activity	List equipment maintenance checks required for this activity	
<ul style="list-style-type: none"> • mop bucket and wringer • disinfectant/cleaner solution • bowl caddy • bowl brush • clean wiper • protective gloves • safety eyewear. 	<ul style="list-style-type: none"> • checks on PPE • checks on trolley • checks on hazardous substances. 	Nil
Signed	Name:	Date:
Dated	Name:	Date:



WORK METHOD 2.doc

WORK METHOD STATEMENT MOPPING TOILETS & VINYL FLOORS		
School: St. Patrick's Catholic School, Latrobe		
Description of Activity: Mopping toilets and vinyl floors		Area: Toilets/other school areas
Critical Steps in this Activity	Potential Hazards	Safety Controls
Mopping toilets	<p>- strain/sprain injury from bending.</p> <p>Contact with Chemicals</p> <ul style="list-style-type: none"> - incorrect handling procedures - lack of information - not wearing appropriate PPE. 	<ul style="list-style-type: none"> • ensure so far as is reasonably practicable workers are trained in manual handling. <p>Contact with Chemicals</p> <ul style="list-style-type: none"> • if hazardous substance, risk assessment is done in consultation with workers • train all cleaners in MSDS requirements • PPE provided and maintained when appropriate • substances stored and labelled correctly (including decanted substances) • first aid kit contains necessary items.
Mopping Vinyl floors (use different equipment to that used on toilet floor – colour code)	<p>-strain/sprain injury from</p> <p>i) soaking mop in disinfectant solution in mop bucket, and wringing out</p> <p>ii) mopping floors.</p> <p>Contact with Chemicals</p> <ul style="list-style-type: none"> -incorrect handling procedures -lack of information -not wearing appropriate PPE. 	<ul style="list-style-type: none"> • ensure so far as is reasonably practicable workers are trained in manual handling. <p>Contact with Chemicals</p> <ul style="list-style-type: none"> • if hazardous substance, risk assessment is done in consultation with workers • train all cleaners in MSDS requirements • PPE provided and maintained when appropriate • substances stored and labelled correctly (including decanted substances) • first aid kit contains necessary items.
Refill soap dispenser and paper products, and clean mirrors while allowing dwell time (10mins) for disinfectant.	<ul style="list-style-type: none"> - strain/sprain injury from cleaning mirrors. <p>Contact with Chemicals</p> <ul style="list-style-type: none"> - incorrect handling procedures - lack of information - not wearing appropriate PPE. 	<ul style="list-style-type: none"> • ensure so far as is reasonably practicable staff are trained in manual handling. <p>Contact with Chemicals</p> <ul style="list-style-type: none"> • if hazardous substance, risk assessment is done in consultation with workers • train all cleaners in MSDS requirements • PPE provided and maintained when appropriate • first aid kit contains necessary items.



<p>Clean (hot water/detergent), rinse and store equipment. Mop should be air dried after use. Wash hands thoroughly.</p>		
Training Required to complete Activity		
(List training required, eg First Aid, manual handling, polisher, laboratory) <ul style="list-style-type: none"> • manual handling • hazardous substances • safe work practices general. 		
List equipment / personal protective equipment required for this activity	List equipment maintenance checks required for this activity	
<ul style="list-style-type: none"> • mop bucket and wringer • disinfectant/cleaner solution • protective gloves. 	<ul style="list-style-type: none"> • checks on PPE • checks on hazardous substances. 	
Signed	Name:	Date:
Dated	Name:	Date:



CLEANING SCHEDULE - example

Monday -Thursday

Toilets – Boys & Girls at Parish Centre and School, Pre-School, Staffroom and Sickroom

Clean toilet bowls
Disinfect toilet seats
Clean urinal
Sweep toilet floors
Mop toilet floors with disinfectant
Check soap, toilet paper, paper towels & deodorant blocks and replenish if required
Clean toilet hand basins

Bins

Empty bins in toilets
Empty pre-school bins
Empty staffroom toilet bin
Empty staffroom bin

Sweeping/Mopping/Vacuuming

Sweep/Vacuum front door entrance and back door entrance
Sweep and mop pre-school vinyl floors

General

Do a general check of areas
Check that all is locked up
Clean and disinfect bubblers & troughs
Sweep cement area between wheelchair ramp and building

Tuesdays

Clean glass entrance doors to front office
Hose/sweep entrance path to front office

Wednesdays

Wipe servery bench at tuckshop at Parish Centre
Hose cement parade area & cement around toilets
Vacuum pre-school carpets

Weekly

Toilets

wash and wipe out bins with disinfectant
wipe toilet lids and cisterns
clean handbasins and mirrors

Floors

vacuum all floors
mop all vinyl floor coverings



Classrooms

empty any unemptied bins
wipe blackboard ledges if they have not already been wiped
wipe teachers' desks if they have been cleared
clean sinks in classrooms and hallway

Wiping

spray and wipe benches, table & sink in staffroom if they have been cleared
spray and wipe front office desk and bench top if they have been cleared
spray and wipe desks in two offices if they have been cleared

Monthly

Wipe bag racks and window sills in hall areas
General dusting and wiping of major surfaces not done daily/weekly

Once Each Term

Remove cobwebs
Clean all glass doors and glass segments in doors
Vacuum window tracks
Wash & sterilise garbage bins



APPENDIX 3

Checklist for Cleaning Staff – example

- Is your storage area well organised and free from rubbish & old equipment?
- Are you using personal protective equipment (PPE) as required?
- Are you using safe systems of work for all cleaning tasks e.g. manual handling & ladder safety?
- Are all chemicals stored safely with the correct information concerning the contents clearly visible on containers?
- Are you aware that domestic containers e.g. bottles & jars should not be used to store chemicals?
- Are Material Data Sheets for hazardous substances available in your work area?
- Is your work equipment stored adequately e.g broom & mop?
- Are materials stored to allow for correct manual handling - shelving?
- Is your storage room secure so that students cannot access?
- Is out of date stock regularly disposed of?
- Do you have a procedure in place in case of an emergency, accident or your sudden illness?
- Have you completed the online e-learning tool for “Manual Handling”?

This checklist must be completed (signed & dated) by the cleaner on a regular basis – as agreed with the school’s principal.



APPENDIX 4

Communications Book - example

DATE	SCHOOL	AGREED	OUTCOME
	Comment	Action	
3/2/11	Toilet block S2 was	Cleaner will routinely	27/2/11
	not locked	Check to ensure so far as is reasonably practicable toilets not	Incident not repeated,
	yesterday.	Missed again.	situation appears
			resolved.
16/2/11 reported	Principal will advise	27/2/11
	that the cleaner that	No further
	had been rude to	complaints must not	incidents have
	her when she asked	be addressed directly	arisen. Teacher
	that the desks be	with the individual	has reported high
	cleaned more	cleaner and should be	standard of
	thoroughly.	reported through the	Cleaning
		Principal who will	maintained since
		investigate whether	complaint was
		desks are being	resolved.
		cleaned to a	
		reasonable standard	
18/2/11 reported	Principal will	27/2/11
	that the standard	pass these positive	Comments passed
	of cleaning was	comments to the	on as agreed.
	now excellent. All	Cleaner.	
	desks had been		
	thoroughly cleaned.		
19/2/11	Cleaner	Principal to arrange	27/2/11
	reported a window	Repairs.	Window repaired.
	broken perhaps by		
	vandals. No sign of		
	entry or theft.		



School



1A: Contractor Induction Checklist

A school that appoints an independent contractor or contract service provider ('Contractor') to perform work or provide services *and* the Contractor so appointed have safety induction obligations. This Checklist is designed to help schools ensure so far as is reasonably practicable and record that such requirements have been met.

School	St. Patrick's Catholic School, Latrobe	Date	
Contractor			

Induction Requirements	? (<input checked="" type="checkbox"/> Yes)
Has the Contractor provided the school with evidence of his or her certification, qualification, training or experience to perform the work or provide the services contracted?	<input type="checkbox"/>
Has the school provided the Contractor with a <i>Contractor Letter of Introduction to School Safety</i> ?	<input type="checkbox"/>
Have the school and the Contractor completed and signed off a <i>Contractor Letter of Appointment</i> ?	<input type="checkbox"/>
Has the school provided the Contractor with a copy of the <i>Contractor Safety Information Brochure</i> ?	<input type="checkbox"/>
Has the school provided the Contractor with information about the school's <i>WHS Policy</i> and advice that a copy of the <i>Policy</i> is available on request from the school office?	<input type="checkbox"/>
Has the school instructed the Contractor to ensure so far as is reasonably practicable that a complete entry is recorded in the <i>Contractor Register</i> (Form 29) every day the Contractor comes onto the school site?	<input type="checkbox"/>
Is the <i>Contractor Register</i> readily accessible in the school office?	<input type="checkbox"/>
Has the school provided the Contractor with a school <i>Site Map</i> ?	<input type="checkbox"/>
Has the school provided the Contractor with information about the school's <i>Emergency Procedures</i> and advice that a copy of the <i>Procedures</i> is available on request from the school office?	<input type="checkbox"/>
Has the school provided the Contractor with information about the school's <i>First Aid Policy</i> and advice that a copy of the <i>Policy</i> is available from the school office?	<input type="checkbox"/>
On completion of their safety induction, has the Contractor completed and signed a <i>Contractor Acknowledgement of Induction</i> ?	<input type="checkbox"/>
Has a record of the Contractor's completed induction been entered and signed off in the current <i>Record of Completed Contractor Inductions</i> ?	<input type="checkbox"/>
Has the school filed copies of the following records in relation to the Contractor:	
Signed <i>Contractor Letter of Appointment</i> ?	<input type="checkbox"/>
Sent <i>Contractor Letter - Introduction to School Safety</i> ?	<input type="checkbox"/>
Signed <i>Contractor Acknowledgement of Induction</i> ?	<input type="checkbox"/>
Completed <i>Contractor Induction Checklist</i>	<input type="checkbox"/>
(When completed) <i>Contractor Register</i>	<input type="checkbox"/>
(When completed) <i>Record of Completed Contractor Inductions</i>	<input type="checkbox"/>



1C: Letter of Introduction to School Safety

Date:

Dear <insert name of contractor or service provider>

St. Patrick's Catholic School, Latrobe has an obligation under Work Health and Safety legislation to ensure so far as is reasonably practicable a safe and healthy working and learning environment for all students and personnel, including employees, volunteers, visitors and contractors. As a <contractor> or <contract service provider>, you also have certain WHS obligations.

To help St. Patrick's Catholic School, Latrobe ensure so far as is reasonably practicable that these obligations are met we have established a *Safety Induction Package* to assist you and any personnel you may engage to assist you:

- Meet school safety requirements
- Take all reasonable precautions to prevent, by action or omission, injury to yourselves or to others
- Take all reasonable precautions to prevent, by action or omission, damage to school premises, plant or equipment.

Enclosed with this letter are the following components of the *Safety Induction Package*:

1. *Contractor Letter of Appointment*, which you are required to complete, sign and return to the school office. You may wish to retain a signed copy of the *Letter* for your records.
2. *Contractor Safety Information Brochure*. Additional copies of the *Brochure* are available to you in the school office if required.
3. *Contractor Acknowledgement of Induction*, which you are required to complete, sign and return to the school office once your safety induction is completed. You may wish to retain a copy of the *Acknowledgement* for your records.

Copies of the school's *WHS Policy*, *First Aid Policy*, *Emergency Procedures*, *Site Map* and *Contractor Register* (which you are required to sign each time you enter school grounds) are available from the school office, and Michelle Wootton (Principal) will be available to you during school hours to discuss any health and safety issues that may arise during your work at the school.

We look forward to working cooperatively with you to help ensure so far as is reasonably practicable the safe, timely and effective completion of your work in our school.

Yours sincerely

.....
Michelle Wootton
Principal



Contractor



School	St. Patrick's Catholic School, Latrobe		
Date			
Contractor / Service Provider	Name		
	Company Name		
Address			
Contracted Works or Service			
Contract Period	Begin Date		
	End Date		

Appointment of Contractor or Service Provider

In accordance with the *Work Health and Safety (WHS) Regulations*, the above-mentioned school is the project owner and hereby appoints you, the above-named person of the above-named company, as <contractor for the work> or <provider of the services> described above for the contract period specified above.

Would you please sign this *Letter of Appointment* and return it to the school at the address above? You may wish to retain a copy of the *Letter* for your own records.

Authority of Project Owner

Principal's Name	Rodney Linhart		
Signature		Date	

Authority of Contractor or Service Provider

I hereby acknowledge <my> or <our> appointment as <contractor for the work> or <provider of the services> described above for the contract period specified above and undertake to meet the WHS requirements of the school named above and the statutory obligations of a <contractor> or <service provider>.

Name			
Position			
Signature		Date	

1E: Safety Information Brochure

SAFETY INFORMATION BROCHURE FOR CONTRACTORS AND SERVICE PROVIDERS	
	
School	
Address	
Phone	
Principal	
Assistant Principal	
Office Administrator	
<Insert your school's logo> <div style="border: 1px dashed gray; height: 100px; width: 100%; margin-top: 5px;"></div>	

1. A printed copy of the template *Contractor Safety Information Brochure* is enclosed in the sleeve following this page.
2. An electronic copy of this template *Brochure* can be downloaded from the *WHS Online* Quick Launch menu item '*Training Packages*'
3. The template *Brochure* can then be saved onto your school's computer system and customised for your school by inserting your school's information into the relevant insertion points
4. Multiple copies of your school's *Contractor Safety Information Brochure* can be made and kept in the sleeve following this page for inclusion in your school's *Contractor / Service Provider Induction Package*.



**Acknowledgement of Induction
Identification:**

School	St. Patrick's Catholic School, Latrobe
Contractor / Service Provider	

Safety Induction:

Information Included	
• Contractor <i>Letter of Introduction to School Safety</i>	<input type="checkbox"/>
• Contractor <i>Letter of Appointment</i>	<input type="checkbox"/>
• School <i>WHS Policy</i>	<input type="checkbox"/>
• School <i>Emergency Procedures</i> including school <i>Site Map</i>	<input type="checkbox"/>
• School <i>First Aid Procedures</i>	<input type="checkbox"/>
• Contractor <i>Safety Information Brochure</i> , including:	<input type="checkbox"/>
○ Contractor <i>Register</i> sign-in and sign-out requirements	<input type="checkbox"/>
○ Contractor ID requirements	<input type="checkbox"/>
○ School safety rules	<input type="checkbox"/>
○ Prohibition of smoking, alcohol and illegal drugs	<input type="checkbox"/>
○ Allocated toilets and amenities	<input type="checkbox"/>
○ Hazard and incident reporting requirements	<input type="checkbox"/>
○ School start, class, break and finish times	<input type="checkbox"/>

Acknowledgement:

I acknowledge that:

1. I have received the above-outlined *Safety Induction Package for Contractors and Service Providers* and I am authorised to receive and act on this information.
2. I am authorised to undertake to comply with the WHS requirements specified in this *Induction Package* and to discharge the statutory WHS obligations of a <contractor> or <service provider> in all aspects of the <work to be undertaken> or <services to be provided>.
3. Failure to meet the school's WHS requirements or relevant statutory WHS obligations may constitute grounds for termination of the contract.



Authority:

School	Induction provided by	Name		Date	
		Position			
	Signature				
Contractor / Service Provider	Induction received by	Name		Date	
		Position			
	Signature				



(iv).

VOLUNTEERS <i>(all questions must be answered)</i>	CHECKLIST	Yes	No
Is reasonable care taken to avoid exposing volunteers to reasonably foreseeable risks of injury?	<input type="checkbox"/>	<input type="checkbox"/>	
Are activities involving volunteers subject to the same process of risk assessment undertaken in relation to activities involving employees?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the school take all reasonable steps to eliminate or reduce risks to which volunteers may be exposed?	<input type="checkbox"/>	<input type="checkbox"/>	
Is care taken to ensure so far as is reasonably practicable that volunteers are not expected to take primary responsibility for activities with significant foreseeable risks?	<input type="checkbox"/>	<input type="checkbox"/>	
Has suitable insurance been arranged to cover volunteers in case of injury while assisting the school?	<input type="checkbox"/>	<input type="checkbox"/>	
Are volunteers given the information, training or supervision necessary to ensure so far as is reasonably practicable their health and safety?	<input type="checkbox"/>	<input type="checkbox"/>	
Are volunteers expected to comply with systems and procedures put in place in the interests of health and safety?	<input type="checkbox"/>	<input type="checkbox"/>	

Summary

WorkCover resource publications.

Note to be updated when available in 2012.

- The Subby Kit – some useful information to assist in planning and identifying WHS hazards and risks
- Risk Assessment Code of Practice
- Risk Assessment Guide
- Workplace Safety Kit – a step by step guide for business has some useful guidance information

These are all available on line at [WorkCover NSW](#)