

SOP – COVID disinfecting & Clean-up

This SOP may not cover all possible hazards and risks associated and should be referred to as a control measure in the risk assessment process. Site and task may change required PPE.

PERSONAL PROTECTIVE EQUIPMENT

Refer to SDS for required PPE

							
Suits	Eye	Gloves	Safety	P2 Mask			Boots

OTHER SIGNAGE

Refer to SDS for required Signs



POTENTIAL HAZARDS ASSOCIATED WITH RISKS

Recurring Hazards	Construction work
Damage to Property	Environment
Public areas	Hazardous Chemicals

Training Required:

- ✓ Cleaning processes for decontamination
- ✓ Site Induction
- ✓ Task induction
- ✓ Hazardous chemicals
- ✓ Spill kit

Licence or VOC Required: No

Pre-Operational Safety Checks:

- ✓ Complete site-specific risk assessment
- ✓ Workers trained & Competent
- ✓ Public is protected
- ✓ Property is protected
- ✓ Control measures have been implemented
- ✓ It is safe to proceed

Consultation

- ✓ SWMS has been reviewed
- ✓ Site induction completed
- ✓ Toolbox talk held
- ✓ Discussed with other PCBU

- ✓ Notify neighbours
- ✓ Notify regulator
- ✓ Potential emergencies considered
- ✓ Fire & Emergency Services
- ✓ **READ SDS**

Tools & equipment required

- ✓ Spills kit

Operating Procedures / Methodology:

Planning & Preparation

- ✓ Obtain Manufacturer's SDS instructions
- ✓ **READ SDS**
- ✓ Conduct a task specific Risk Assessment
- ✓ I have all the tools and materials required
- ✓ I understand the instructions on the task
- ✓ Ensure adequate lighting
- ✓ Install signage

Doing

- ✓ DO in accordance with Manufacturer's SDS

- ✓ All nominated control measures are used
- ✓ Follow SWMS, SOP and Risk Assessment
- ✓ **Follow SDS**
- ✓ Ensure clear pathway to exit
- ✓ Prevent contaminated materials entering the stormwater system
- ✓ Vehicle hazard and amber flashing lights are to be used
- ✓ Use spill kit to collect chemical
- ✓ Remove all excess spill absorption material
- ✓ Clean-up as per SDS

Ending Operations / Housekeeping:

- ✓ Return all tools and equipment
- ✓ Waste disposed of
- ✓ Clean up your mess
- ✓ Store non-disposable PPE to prevent damage
- ✓ Large quantities of used absorption material must be disposed as directed by Council
- ✓ Report to your Supervisor

Monitor & Review Process

- ✓ If unsafe STOP, review get approval
- ✓ Supervisor to check all activities
- ✓ Task MUST be completed as per SOP
- ✓ Report to your Supervisor if unsure

DO NOT!

Safe work procedure approved by:

Refer to Company Implementation Folder for signed documents

Worker sign-off

Refer to Worker's induction file for signed documents

- ✗ **Light fires or smoke**
- ✗ **Dispose of waste in council bins**
- ✗ **Attempt this operation in wet conditions until Risk Assessment is reviewed**
- ✗ **Alter this SOP without Management approval**

Applicable Legislation / Standards:

- ✓ WH&S Act & Regulations
- Codes of Practice –
 - [First aid in the workplace](#)
 - [Work health and safety consultation, co-operation and co-ordination](#)
 - [Managing noise and preventing hearing loss at work](#)
 - [How to manage and control asbestos in the workplace](#)
 - [How to manage work health and safety risks](#)
 - [Hazardous manual tasks](#)
 - [Managing the work environment and facilities](#)
 - [Labelling of workplace hazardous chemicals](#)
 - [Managing risks of hazardous chemicals in the workplace](#)
- ✓ Standards
 - AS 1319 Safety signs for the occupational environment
 - AS 1940 The storage and handling of flammable and combustible substances
 - AS 4801 OH&S management systems
 - ISO 31000 Risk management