

Dusting

WI.Co.W.33.01

QUALIFICATIONS	SPECIFIC TRAINING	REFERENCES
Knowledge and understanding of this work instruction.	Manual Handling	Manual Handling Code of Practice

TASK	METHOD	HAZARD	CONTROL MEASURES
Collect Equipment	<ul style="list-style-type: none"> Collect duster, cloth and approved furniture cleaner, or damp cloth if possible 		Manual Handling Code of Practice and PPE equipment
Dusting area	<ul style="list-style-type: none"> Put on dust mask if required With client's permission and time permits remove ornaments that do not appear too heavy, sharp or awkward Where possible ask client to assist Dust area that is easily accessible – do not work above shoulder level unless long handled duster is provided 	Breakages cuts and abrasion, repetitive movement	
Polishing furniture	<ul style="list-style-type: none"> If in roster notes polish with approved cleaner and cloth Only polish furniture and objects that are easily accessible Avoid rubbing too hard 	Breakages cuts and abrasion, repetitive movement	
Put equipment away	<ul style="list-style-type: none"> Place dirty cloth's in appropriate area where client directs 		