

Laundry Ironing and Folding Clothes

WI.Co.W.11.02

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

TASK	METHOD	HAZARD	CONTROL MEASURES
Ensure clear access to cupboard	Clear any obstacles that prevent a clear access to the storage cupboard. Ensure there are no obstructions either in the cupboard or behind / beside you.	Lifting, carrying, tripping	Manual Handling
Access Ironing board from storage location	Remove ironing board from cupboard, keeping it as close to your body as possible. Step back until clear of the cupboard and rest board on the ground while you change position.	Lifting, carrying	Manual Handling
Carry to location	If insufficient room to set up near the cupboard, carry close to your body to suitable location. Utilise wheels if possible	Lifting, carrying	Manual Handling
Set up Ironing board,	Set up Ironing board, ensuring it is of a suitable height – elbow should be level with the top of the iron handle when iron is resting face down on the board.	Lifting, carrying twisting	OHS initial Inspection
Set up Iron	Plug RCD into power point then plug in iron Ensure Iron has been tested and has no frayed cords or broken surfaces.	Electrical shock	OHS initial Inspection
Add Water	Ensure water chamber is filled, before connecting iron to power. Do not overfill.	Scalds, burns	Manual Handling
Retrieve clothes	Place items to be ironed on a table or surface at a height to avoid bending. Rotate the body to retrieve items rather than twisting.	Lifting, carrying	Manual Handling
Iron Clothes	Maintain good posture, keeping 'S' curve of the spine.	Twisting, strain	
Stack Clothes	Place ironed items on a table or surface at a suitable height to avoid bending.	Lifting, carrying	Manual Handling
Time	Limit Ironing to 20 minutes at a time. Rotate with other tasks to avoid repetitive strain	Repetitive strain	Manual Handling
Iron Storage	Turn temperature guide to off position, remove cord from RCE by grasping plug rather than cord. Empty water tank after each use. Make sure iron is completely cooled before returning to cupboard		
Ironing Board Storage	Using safe Manual handling practice fold ironing board and place in cupboard or appropriate area		