

**Windows Inside Cleaning**

WI.Co.W.05.01

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

TASK	METHOD	HAZARD	CONTROL MEASURES
Ensure adequate ventilation	Open doors or windows and turn on exhaust fan if available		
Spray window with glass cleaner	Stand back from window and spray directly onto the glass. Avoid inhaling any overspray.	Inhalation of chemical fumes. Irritation to eyes, throat and skin	MSDS sheets PPE
Cleaning above shoulder height	Stand with feet firmly on floor in a stable position.	Reaching twisting, hyper extending back and neck, falls	Manual Handling
Squeegee	Use a long-handled squeegee if available. Keep hands on handle below shoulder height.	Reaching twisting, hyper extending back and neck, falls	Manual Handling
Cleaning low windows	Kneel on a folded towel or cushion, rather than bend to clean lower window. Maintain 'S' curve of your back.	Reaching twisting,	Manual Handling
Squeegee	Use a short-handled squeegee or cloth,	Reaching twisting,	Manual Handling
On completion	Ensure you have something stable to hold onto when you stand from a kneeling position	Reaching twisting, falls	Manual Handling
Long Duration	Clean windows for short periods of time only, changing to an alternate task that uses different movements and action	Repetitive strain	Manual Handling