

Windows and Mirrors Cleaning

WI.Co.W.36.01

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	Collect approved window cleaner, dry cloths or paper towel, mask and PPE as required		Manual Handling Code of Practice and PPE equipment
Cleaning Mirror/Windows Glass Doors	Turn on exhaust fan or open window if applicable Put on gloves and mask if required Spray area with nozzle directly onto surface to be cleaned or onto a dry cloth Wipe down surface using safe manual handling practices at all times Limit time cleaning the area – if a large area rotate task with another non-related movement	Bending, Lifting, reaching, twisting, repetitive movement	
Cleaning a low area	When cleaning low section of mirror/window/door kneel using safe bending/twisting principals Clean surface as above	Bending, Lifting, reaching, twisting, repetitive movement	
Put away equipment	Rinse cloths or dispose of paper towel in appropriate area where client directs		