

# Safe Work Instruction (SWI)

## Washing an OSA Hybrid or Shower van

### SECTION 1: SAFE WORK INSTRUCTION DETAILS

<b>Task and Scope</b>	This SWI is applicable to all Orange Sky personnel and describes safe work methods to be followed when [insert scope]
<b>Hazards and risks</b>	<ul style="list-style-type: none"> <li>• Slipping / Tripping hazard</li> <li>• Manual handling</li> </ul>
<b>Equipment required</b>	<ul style="list-style-type: none"> <li>• Vacuum cleaner</li> <li>• Armor All interior protectant</li> <li>• Microfiber cloth</li> <li>• Glass cleaner (Windex, Armor all etc)</li> <li>• Paper towel</li> <li>• Chamois</li> <li>• \$15 in gold coins</li> <li>• Turtle wax Upholstery cleaner</li> </ul>

### SECTION 2: PERSONAL PROTECTIVE EQUIPMENT THAT MUST BE WORN WHEN PERFORMING THIS TASK



**Disposable gloves      Closed in shoes**

### SECTION 3: SAFE WORK INSTRUCTION

STEP NO.	TASK/ACTIVITY DESCRIPTION	CONTROL MEASURES AND PRECAUTIONS
<b>Washing exterior of OSA Shower and Hybrid van</b>		
	<p>Before leaving to wash the vehicle, ensure that you are aware that the vehicle is a maximum height of 3.2m so ensure that the carwash does have the appropriate clearance to facilitate the vehicle.</p>	<ul style="list-style-type: none"> <li>• The height of the Hybrid vehicle is 3.2m in height, take note of minimum clearances during travel to and from.</li> <li>• Only wash the vehicle during day light hours.</li> </ul>

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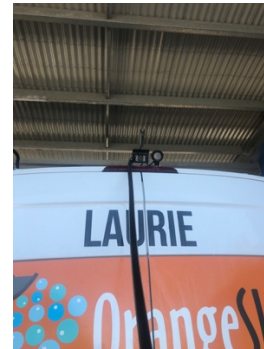
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Once arrived at the self-carwash, ensure the car is in park; insert the coins as needed and begin the recommended cycle of car wash. Our recommendation is as follows: **(Note: This is to make the most of the \$15)**. Also, dependant on the car wash, prices may vary.

- Take note of where the hose for both the brush and spray gun are on the roof as they catch on the components on the roof.



Soap: Quickly cover the front, rear and sides of the vehicle in soap, paying close attention to the wheels, windows and mud guards. Also spray the foaming brush to ensure that it is clean **(Note: Ensure that the nozzle of the spray gun is no closer than 20cm)**.



- Spraying too close to the vehicle can cause damage to the vinyl wrap.
- Spraying inside the vents will damage the ducting and wet the interior of the vehicle.



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	<p>Foaming brush: Brush front, rear and sides of the vehicle.</p> 	<ul style="list-style-type: none"> <li>Using too much force with the brush can damage the paintwork and the vinyl wrap.</li> </ul>
	<p>Quick high-pressure rinse .</p> 	<ul style="list-style-type: none"> <li>Spraying too close to the vehicle can cause damage to the vinyl wrap.</li> </ul>
	<p>Wax: Spray front, rear and sides of the vehicle.</p>	<ul style="list-style-type: none"> <li>Spraying too close to the vehicle can cause damage to the vinyl wrap.</li> </ul>
	<p>Clear coat: Spray front, rear and sides of the vehicle.</p>	<ul style="list-style-type: none"> <li>Spraying too close to the vehicle can cause damage to the vinyl wrap.</li> </ul>

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	<p>High pressure rinse: Thoroughly rinse the vehicle, be sure that all soap is rinsed from the vehicle <b>(Note: Rinse the chamois if necessary)</b>.</p> 	<ul style="list-style-type: none"> <li>• Spraying too close to the vehicle can cause damage to the vinyl wrap.</li> </ul>
	<p>Once the wash cycle is completed give the windows and paintwork a chamois <b>(Note: It's not necessary to chamois the wrap)</b>.</p>	<ul style="list-style-type: none"> <li>• The windscreen is too large to chamois so use the windscreen wipers for the windscreen</li> </ul>
<b>Cleaning the interior of the vehicle</b>		
	<p>When cleaning the interior of the vehicle, ensure it is parked in a safe location, away from hazards and roads.</p>	<ul style="list-style-type: none"> <li>• Do not wash vehicle if it is on a road or in a location that is considered unsafe.</li> <li>• Ensure the ground is flat to avoid slipping.</li> </ul>
	<p>Remove the contents of the vehicle (trip guards, washing baskets, traffic cones, containers).</p>	<ul style="list-style-type: none"> <li>• Safe lifting procedure (i.e. bending knees, straight back).</li> <li>• Storing in a safe location.</li> </ul>

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	Remove all of rubbish from the vehicle and dispose of it, replace the sanitary bin liners <b>(Note: It is recommended that disposable gloves are used for this step).</b>	<ul style="list-style-type: none"> <li>Possible sharp objects or rotten food.</li> <li>Possible bodily fluids.</li> </ul>
	Vacuum the seats and floors (for the hybrids, around the generator and checker plate).	<ul style="list-style-type: none"> <li>Water and electricity, ensure the area around the vehicle is dry and the cable for the vacuum is not in water.</li> <li>Awkward body positioning in hard to reach areas.</li> <li>Do not vacuum in the rain as an electrical hazard could occur.</li> </ul>
	Clean the floors and checker plate of the vehicle with a brush and some soapy water. Wipe off residue with a dry rag/ cloth.	<ul style="list-style-type: none"> <li>Slipping hazard.</li> <li>Awkward body positioning in hard to reach areas.</li> </ul>
	Wipe plastics (door cards, dashboard, steering wheel) with Armor all protectant .	
	Clean the inside side of windscreen and side windows with glass gleaner and paper towel.	<ul style="list-style-type: none"> <li>Awkward body positioning in hard to reach areas.</li> </ul>
Monthly interior cleaning		
	If necessary, clean seats with Turtle Wax Upholstery cleaner and scrub into the fabric.	<ul style="list-style-type: none"> <li>Over scrubbing can potentially tear or damage the upholstery on the seats.</li> </ul>
	Vacuum the seats once they have been scrubbed with upholstery cleaner (this is to further remove stains/ marks).	<ul style="list-style-type: none"> <li>Do not vacuum in the rain as an electrical hazard could occur.</li> </ul>

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Pack-up	Ensure that the cleaning equipment is accounted for and nothing has fallen underneath the vehicle.	<ul style="list-style-type: none"> <li>• Damage to equipment and vehicle if run over.</li> </ul>
	Return all contents that were removed from the vehicle and ensure the vehicle is ready for the next shift.	<ul style="list-style-type: none"> <li>• Ensure that none of the items removed are missing.</li> </ul>

### SECTION 4: SAFE WORK INSTRUCTION APPROVAL

Approved by	NAME	POSITION	DATE