

| SECTION 1: DETAILS | |
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| Purpose & Scope | This Safe Work Procedure (SWP) describes the safe work methods that are to be followed when washing a laundry, shower, hybrid or remote Orange Sky (OS) vehicle including cleaning the solar panels on the roof. This procedure applies to all OS personnel including employees, volunteers and OS representatives. |
| Related Documents | <ul style="list-style-type: none"> • Guide - Safe Manual Handling • Guide - Avoiding Slips, Trips and Falls |
| Location of Task | Van base or a safe, flat location adequate for washing a vehicle. |
| Equipment Required | A hose with a variable nozzle, a bucket, a soft sponge, car washing liquid, microfibre cloths, microfibre mop (like this), one or more large towels for drying, sun hat and sunscreen |
| Specific Equipment Required | <ul style="list-style-type: none"> • 1.2m platform ladder (must be industrial rated, have a load capacity of 140-150kg, 900mm high handrail, non-slip feet, made to Australian Standards AS/NZS 1892.3:1996) Bunnings link. |
| Hazards | Manual handling such as pulling, lifting, carrying or turning of a physical object and/or the repetition of these movements. slips, trips, falling off the ladder. Sunburn |
| Review & updates | This SWP will be reviewed every 12 months from the date of issue. Revisions will be made in light of new safety guidelines or if operating parameters change. |

SECTION 2: PERSONAL PROTECTIVE EQUIPMENT (PPE) THAT MUST BE WORN



Enclosed shoes

SECTION 3: OVERVIEW

Our Orange Sky vehicles come into contact with a lot of debris during the course of a week: dirt, bugs, bird droppings, salt, grime, dust etc. If left untreated, these deposits could eventually eat away at the finish and paint, damaging the metal beneath. Plus if left uncleaned the solar panels won't work as effectively as they should. Regularly cleaning of our vehicles is important to their longevity and operating efficiently.

SECTION 4: SAFE WORK PROCEDURE

| TASK / ACTIVITY | CONTROL MEASURES / PRECAUTIONS |
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| 1. WHERE TO WASH YOUR VEHICLE | |
| <ol style="list-style-type: none"> 1. Before you begin make sure you have all the equipment mentioned above. 2. Wash the van somewhere flat with plenty of room to move around the vehicle safely and somewhere that is not busy with excessive pedestrian or vehicle traffic. | <ul style="list-style-type: none"> • Important: If you do not have a platform ladder do not wash the roof of the van using a standard ladder. It is important that the ladder has a platform to stand on and handrails that meet WHS requirements. • Washing the van on a flat surface will help you avoid trip or slip hazards and ensure your |

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| <ol style="list-style-type: none"> 3. When possible wash the van on a grass verge, lawn or gravel area where the dirty wash water can soak in and be filtered by the plants and soil, instead of entering a stormwater drain. 4. Make sure you have access to water. 5. When possible wash the van on a slightly overcast day and on a cool surface. Water, soap, and cleaning products dry very quickly in the sun, leading to spots and swirl marks on your paintwork and windows. | <p>ladder is set up on level ground for best stability.</p> <ul style="list-style-type: none"> • Be mindful of pedestrians that could trip on equipment such as the hose or slip on the wet ground. • Also try to avoid washing the van on the side of the road or at a location with lots of traffic to reduce the risk of being struck by a passing vehicle. • Wear a sunhat and sunscreen even during overcast days. Don't wash the van during the hottest time of the day and make sure to have a bottle of water handy so you can remain hydrated. |
| <h3>2. CLEANING THE WHEELS</h3> | |
| <ol style="list-style-type: none"> 1. Start by washing the dirtiest part of the van, which is usually the wheels. 2. Firstly rinse the van including the wheels with water. Wash your tyres using the sponge and bucket of soapy water. 3. Once you have washed all the wheels check the bucket of water, if it is excessively dirty empty the bucket and fill it again with clean soapy water to avoid spreading the dirt and grime onto the rest of the van's paintwork. 4. Finally spray your wheels down with cold, clean water to remove all the soap and cleaning product from the wheels. | <ul style="list-style-type: none"> • Do not bend over (using your back) to wash the wheels, ensure you use correct manual handling techniques – bending your knees and keeping your back straight. • Important: Do not wear thongs, sandals, or shoes without laces when cleaning the van. |
| <h3>3. CLEANING THE SOLAR PANELS</h3> | |
| <ol style="list-style-type: none"> 1. Wash each section of the car (moving from top to bottom) 2. Firstly set up the platform ladder parallel to the side of the van. 3. Climb the ladder and stand on the platform. Rinse the solar panels down using cold water and the hose. 4. Drop the hose onto the ground and climb down the ladder. Turn off the water to the hose. 5. Dip the sponge into the bucket of soapy water and climb the ladder (standing on the platform) and gently wash the solar panels. | <ul style="list-style-type: none"> • Important: Injuries from falls can occur from any height. Only one person at a time can be on the platform ladder. • The length of the platform ladder is over 2 meters and may be awkward to carry. Ensure you use correct manual handling techniques when carrying or setting up the ladder, if you need help ask someone to give you a hand to set it up. • When carrying the hose up the ladder to rinse the roof and solar panels make sure you have enough length of hose to reach the top and are careful not to get tangled in the hose. |

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| <ol style="list-style-type: none"> 6. If you can't reach the centre of the van and solar panels without over-extending use the mop to reach the centre. 7. Reposition the ladder and work your way from the front of the solar panels to the back. 8. Then repeat the process on the other side of the van to reach the other side of the panels (if need be). 9. Finally rinse down the solar panels with the hose and leave to air dry. | <ul style="list-style-type: none"> • When climbing up or down the platform ladder make sure you use 3 points of contact. • Dropping the hose when climbing down the ladder will help you concentrate and avoid getting tangled up as you climb down. • Make sure you are wearing closed-in shoes with a good sole to help avoid slipping on the ladder. |
| 4. WASHING THE EXTERIOR AND HEADLIGHTS | |
| <ol style="list-style-type: none"> 1. Again wash each section of the van from top to bottom. 2. Wash one side of the van at a time (including the front and rear) then rinse with cold water before moving onto another side, this will help reduce the amount of time the soapy water is left on the surface or windows of the van drying leading to spots and swirl marks on your paintwork and windows. 3. Dirty and sun-damaged plastic headlights can yellow with age, making them less effective while on the road. 4. Clean the headlights with clean soapy water and the sponge. Then rinse the soapy water off with cold water. | <ul style="list-style-type: none"> • Avoid bending your back for prolonged periods of time or over-extending to reach areas. • Ensure the hose is out of your way or other people's way to avoid tripping over it. • When you are not using the hose turn the water off to conserve water. |
| 5. CLEAN UP & PUT EQUIPMENT AWAY | |
| <ol style="list-style-type: none"> 1. Once you have finished washing the van and rinsing off all the soapy water, let the van air dry. 2. Dispose of dirty wash water correctly either into a garden bed or lawn area as long as it does not run off into a stormwater drain. 3. Put all the cleaning equipment away and roll up the hose so no one can trip over it. Try any towels or microfiber cloths that you used. | <ul style="list-style-type: none"> • Don't leave wet towels or clothes on the floor or in a pile, where if left they can begin to smell or grow mould. Make sure any towels used to wash the van are washed and dried for next time. |

6. GENERAL SAFETY

6.1 Manual handling

Manual handling is any task requiring a person to lift, lower, push, pull, or hold something such as lifting and carrying laundry baskets, loading and unloading machines, reeling hoses and getting in and out of our compact vans. It's important you are aware of the correct way to perform tasks to avoid injury. Safe lifting techniques include: Standing close to the object with a good stable stance - Bend your knees not your back - Get a good grip and use your legs to lift up.

6.2 Slips, trips and falls

These hazards can be hard to spot and accidents can happen in seemingly safe environments. Injuries may result in sprains, strains, cuts, bruising, back injuries and broken bones. Slips - surfaces can become slippery when the area has become wet, be sure to clean up spills straight away. Trips - can occur because of uneven ground, hoses, washing baskets, and clutter. Always use trip guards and remove clutter from walkways. Falls - injuries from falls can occur from any height. When entering the front side or rear doors of the vans always have 3 points of contact as you climb up and down.