

Safe Systems of Work

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| TASK: Clearing blocked toilets. | |
| OF POTENTIAL HARM: FM Technician | |
| EQUIPMENT NEEDED: PPE rubber gloves (with long armlets), safety glasses, plunger, auger, black bag with no holes, paper towels, mop, mop bucket and mobile phone | |
| PLEASE NOTE: As each client location and their safety policy differs, it is important to thoroughly familiarize and become competent at each before working. This provides a guide. Not all steps in the process below may be applicable. | |
| STEP BY STEP PROCESS: | |
| 1 | Park vehicle in designated area |
| 2 | Report to reception / main security office / gatehouse |
| 3 | Attend any inductions as required by client prior to any work being undertaken |
| 4 | Assess area in which you will be working and the conditions around before commencing |
| 5 | Remember you are 'Lone Working' and take appropriate safety precautions |
| 6 | Assemble equipment required as described above, including PPE |
| 7 | Display signage of 'Caution – work in progress' / 'Toilet out of order' sign if required as people may pass by (Extreme caution must be applied in event of public being present in and around work area) |
| 8 | Visually checked toilet but DO NOT FLUSH |
| 9 | Consider placing paper towels on floor to aid in cleaning any spillages |
| 10 | Consider opening windows or switching on any ventilation to reduce odour |
| 11 | Pour in a bucket of warm water from a height of approx. 3 feet above in order to move blockage. Should this fail, move on to step 12 |
| 12 | Place a large plunger over the toilet pan outlet and slowly pump the handle up and down. If this fails, move on to step 13 |
| 13 | Insert an auger to reach around the u-bend and turn the auger handle to release and remove any blockages |
| 14 | Ensure bags have no leaks which can lead to a slip hazard and sealed securely |
| 15 | Do not leave bags which can act as trip hazards in high traffic areas |
| 16 | Dispose of bag at designated area in a safe manner |
| 17 | Clean equipment and check for safety when finished |
| 18 | Return equipment to store and store correctly when finished |
| 19 | Wash hands |
| 20 | Ensure work area is safe when finished testing |
| 21 | Record works in register |
| 22 | Sign out at reception / main security office / gatehouse |

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POTENTIAL FORESEEN HAZARDS:

| | | | | | | | |
|---|---|---|---|---|--|---|---|
|  |  |  |  |  |  |  |  |
| New To Site | Wet Floor | Bad / Stagnant Water | Poor House Keeping | Needle Stick Injury | Hot Water | Biological Hazard | Other Hazards? |
|  | | | | | | | |
| Lone Working | | | | | | | |

CONTROL MEASURES REQUIRED:

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|---|---|---|---|---|--|---|---|
|  |  |  |  |  |  |  |  |
| Operative To Be Trained | Sign In & Out at Reception | Induction Training Given | Display Warning Signs | Restrict Access | Keep Area Tidy | Have What You Need? | Wear Slip Resistant Boots |
|  |  |  |  |  |  |  | |
| Wear Correct Gloves | Wear Safety Glasses | Wear If Required | Be Alert To Other Hazards | Dispose of Correctly | Please wash your hands | Carry For Safety | |

IN THE EVENT OF AN EMERGENCY:

Comply with requirements as set out in induction. All injuries, including minor cuts will be reported to a client First Aider. Any accidents are to be recorded in the client Accident Report book and reported to the FM Health & Safety Manager.

Should anyone be transported to a medical facility in a company or private vehicle, another person is required to be present. Should the condition of the injured person deteriorate, the driver would be unable to assist.

FURTHER MEASURES:

When signing in, give expected duration of work

Be mindful of potential for other hazards and take time to consider other risks, such as the weather

Note any additional hazards and control measures on this form below

Should you feel your safety or the safety of others is at risk, you are obliged to stop the task and seek guidance

Inform FM desk as soon as possible of any concern, defects or remedial actions

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