

	Method Statement (Damp Dusting of Horizontal and Vertical Surfaces)			Page 1 of 3
	Department	Document Ref. No.	Issue Date	Revision 00

PART-1: Basic Information

PROJECT DETAILS/SUMMARY			
Project Name:			
Summary of the Project:			
Site/Location:			
Start Date:		Finish Date:	

CONTRACTOR DETAILS			
Company Name:			
Address:			
Contact No:			
Site Supervisor Name:		Job Title:	Contact Number:

HEALTH AND SAFETY DETAILS			
Name:		Job Title:	
Contact No:		E-mail:	
Name:		Job Title:	
Contact No:		E-mail:	

PART-2: Further Information

HEALTH AND SAFETY PROCEDURES	
Name of On-Site First-Aiders:	
First Aid Box Location:	
Name of Nearest Hospital:	
Nearest Hospital Contact No:	
Designated Excavation Location:	
Health & Safety and Environment	1. Ensure colour coding system is followed at all times 2. Never mix cleaning agents, as poisonous gases could result (refer to manufacturers' instructions) 3. Do not climb on furniture (such as chairs or desks) and do NOT overreach 4. All equipment should be left clean, dry and tidy in the storage area after use.

PERMIT WORK (e.g. Hot Permit to Work, Cold Permit to Work, Isolation Permit to Work & Excavation/Confined Permit to Work Systems)			
Permit Name/Type:		Start Date:	End Date:
Status:	Finalized:		Not Finalized:

STAFF TRAINING REQUIREMENTS
1. Training Topic 2. Training Topic 3. Training Topic

PART-3: Equipment, Devices & Machinery

DETAILS
1. Colour-Coded Bucket

	Method Statement (Damp Dusting of Horizontal and Vertical Surfaces)			Page 2 of 3
	Department	Document Ref. No.	Issue Date	Revision 00

2.	Colour-Coded Cloth
3.	Vileda cloths
4.	Rubber Gloves
5.	General-Purpose Detergents such as Hard Surface Cleaner or similar

REQUIRED PPE



YES	No	YES	No	YES	No	YES	NO	YES	NO
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WASTE DISPOSAL ARRANGEMENTS (Such as hazardous substances/chemical that is identified during COSHH assessment and or other arrangements that are in place.)

PART-4: Scope, Identification & Arrangements of Risks

Scope of Work: Damp Dusting of Horizontal and Vertical Surfaces

Methodology

1. Put on rubber gloves.
2. Prepare the cleaning solution following the manufacturers' instructions.
3. Ensure the bucket is always placed sensibly and does not present a hazard to others.
4. Dampen or rinse a cloth in the cleaning solution – wring out the cloth as much as you can so that it is barely damp.
5. Ensure the surface is left as dry as possible with an even finish (not streaky!).
6. Change the cleaning solution when it becomes soiled.
7. Use the chosen cleaning solution to remove any grease marks or stubborn stains.
8. Replace items onto the clean surface.

	Method Statement (Damp Dusting of Horizontal and Vertical Surfaces)			Page 3 of 3
	Department	Document Ref. No.	Issue Date	Revision 00

9. After use, all equipment should be checked, cleaned, dried and returned to the storage area.
10. Remove gloves and wash hands.
11. Remove items from the surface to be cleaned.
12. To Damp Dust flat surfaces, wipe in straight lines cleaning the edges first.
13. Wipe the main surfaces in a figure of eight patterns.
14. Frequently turn the cloth and rinse in the cleaning solution

OTHER INFORMATION