

Title	Demonstrate knowledge of injury prevention, safe manual handling, and reporting procedures when working as a cleaner		
Level	2	Credits	8

Purpose	<p>People credited with this unit standard are able to, when working as a cleaner:</p> <ul style="list-style-type: none"> • demonstrate knowledge of the prevention of physical injuries; • demonstrate safe manual handling techniques; • demonstrate use of cleaning equipment to minimise potential injuries; • explain procedure(s) for reporting injuries, new hazards, incidents, and near misses; and • describe emergency procedures when working as a cleaner.
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Classification	Cleaning and Caretaking > Cleaning Skills
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Available grade	Achieved
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Guidance Information

1 Assessment conditions

All tasks must be carried out in accordance with own role and responsibilities, organisational policies and procedures, and industry best practice.

Cleaning products and equipment must be used in accordance with manufacturer directions.

2 Definitions

Cleaning equipment may include floor cleaning equipment, bucket and mop, microfibre mop, brush and shovel, toilet brush, colour-coded cloth, disposable cloth, microfibre duster, spray bottle, vacuum cleaner (including parts), and caddies and/or single station units.

External force refers to falling or moving objects.

Industry best practice refers to guidelines, standards, and practices that represent the most efficient or sensible course of action in a given situation. Best practice can follow legal and regulatory requirements, industry standards, and may form part of the scope of organisational policies and procedures.

Notifiable events refer to accidents that result in serious harm or death. They can include death, a notifiable illness or injury, or an event caused as a result of cleaning work. Reporting of notifiable events is a requirement of the Health and Safety at Work Act 2015.

Organisational policies and procedures are the policies, procedures, and methodologies used in an organisation. They include legislative and regulatory requirements which may apply across an organisation, a specific site, or a workplace. Requirements are documented in organisational health and safety plans, contract work programmes, quality assurance programmes, policies, and procedural documents such as job descriptors and employment contracts.

Personal Protective Equipment (PPE) refers to clothing or equipment used to protect against hazards (e.g. coveralls, protective eyewear, footwear, gloves, gowns, hearing protection, masks, uniform).

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of the prevention of physical injuries when working as a cleaner.

Performance criteria

1.1 Factors that can contribute to injuries are described.

Range two individual and two external factors;
individual factors may include but are not limited to – age, weight, physical build, flexibility, strength, skill;
external factors may include but are not limited to – spills, external force, poor lighting.

1.2 The potential hazards of working on one task for long periods of time are described.

1.3 Equipment used to minimise the potential for injuries is described.

Range may include but is not limited to – hazard warning signs, caddies and/or single station units, extendable dusters and mops, and extendable vacuum cleaner pipes, PPE.

1.4 Strategies for preventing back injuries are explained.

Range may include but is not limited to – safe lifting techniques, split loads, adjusting vacuum pipes to height, pace, taking regular breaks.

Outcome 2

Demonstrate safe manual handling techniques when working as a cleaner.

Performance criteria

2.1 Strategies for working with heavy objects are demonstrated.

Range may include but is not limited to – storing heavy objects on low shelves, using trolleys for moving heavy objects, balancing loads, using correct techniques when physically lifting objects, getting help when lifting heavy objects.

2.2 Strategies for dealing with sharp objects are demonstrated.

Range may include but is not limited to – keeping hands out of bins, disposal in yellow sharps containers, disposal of broken glass, reporting cuts, scratches or needle-stick injuries.

Outcome 3

Demonstrate use of cleaning equipment to minimise potential injuries.

Performance criteria

3.1 Cleaning is undertaken using equipment that minimises potential injuries.

Range may include but is not limited to – hazard warning signs, caddies and/or single station units, extendable dusters and mops, and extendable vacuum cleaner pipes, PPE.

Outcome 4

Explain procedure(s) for reporting injuries, new hazards, incidents, and near misses when working as a cleaner.

Performance criteria

4.1 Reporting requirements for injuries that occur in the workplace are explained.

4.2 Reporting requirements for new hazards, incidents, and near misses that occur in the workplace are explained.

Outcome 5

Describe emergency procedures when working as a cleaner.

Range two sites.

Performance criteria

5.1 Emergency procedures are described.

5.2 Procedures for reporting notifiable events are described.

Replacement information	This unit standard and unit standard 28354 replaced unit standard 7442.
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Planned review date	31 December 2026
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	17 July 2014	31 December 2023
Rollover and Revision	2	22 August 2019	31 December 2023
Review	3	28 October 2021	N/A

Consent and Moderation Requirements (CMR) reference	0024
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Careerforce info@careerforce.org.nz if you wish to suggest changes to the content of this unit standard.