



# LOCKSMITHS

## SAFE OPERATING PROCEDURE VACUUM CLEANER

**DO NOT use this equipment unless you have been instructed in its safe use and operation and given prior permission.**

### PERSONAL PROTECTIVE EQUIPMENT

|                                     |                               |                                      |                       |                                      |   |   |                                 |
|-------------------------------------|-------------------------------|--------------------------------------|-----------------------|--------------------------------------|---|---|---------------------------------|
| <br>FOOT PROTECTION<br>MUST BE WORN | <br>DUST MASK<br>MUST BE WORN | <br><b>CAUTION</b><br>TRIP<br>HAZARD | <br>LIFT<br>WITH CARE | <br>SWITCH<br>OFF<br>WHEN NOT IN USE | <br>POSITION<br>YOURSELF<br>TO BE<br>BALANCED | <br>AVOID AN ACCIDENT<br>DONT TWIST<br>MOVE YOUR FEET | <br>NO<br>EATING OR<br>DRINKING |
|                                     |                               |                                      |                       |                                      |   |   |                                 |



### PRE-OPERATIONAL SAFETY CHECKS

- Read Operators Manual and Risk assessment.
- Ensure the vacuum cleaner is:
  - tagged with a current (<12 months old) electrical test tag
  - fit for the purpose (appropriate for the floor surface);
  - in good working order;
  - regularly maintained;
  - easy to move (lightweight, functional castors/wheels);
  - has an adjustable wand length to enable user to perform task in an upright position;
  - has a suitable variety of fittings;
  - has easy-to-change fittings;
  - has good suction with an adjustable vent;
  - able to be easily accessible and stored at a safe height; and
  - easy to empty.

- Unwind and completely inspect the power cord, extension lead, plugs, sockets and power outlet for damage.
- Faulty equipment must NOT be used. IMMEDIATELY report suspect equipment.

### OPERATIONAL SAFETY CHECKS

- Ensure all other personnel or bystanders are clear of the immediate work area.
- Ensure the equipment is used in accordance with the manufacturer's instructions.
- Exercise caution in relation to the electrical lead and extension cord (if applicable). Ensure a tagged RCD is fitted to the power source outlet.
- To reduce bending to pick up objects on the floor (paper or chewing gum etc.) before vacuuming, use long-handled litter collectors, or brooms and pans.
- Use vacuum heads that are appropriate for the floor surface and appropriate vacuum attachments for the surface, for example, upholstery attachments for furniture.
- To reduce pushing and pulling, provide use a mechanised floor vacuum.
- Operate during times of low pedestrian traffic.
- Do not walk on, wheel objects over, or drop objects on electrical cords.

|                     |      |           |
|---------------------|------|-----------|
| Date of last review | Name | Signature |
|---------------------|------|-----------|



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SOP – Vacuum Cleaner © V1 07/2016

This SOP does not necessarily cover all possible hazards associated with this equipment or procedure and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to use.



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# LOCKSMITHS

## OPERATIONAL SAFETY CHECKS (Cont.)

- Adjust the length of the wand to enable the shoulder
- and elbow to be in a natural position close to the body to minimize body movement.
- Stand upright ensuring all operations with this equipment are undertaken with the intention of maintaining the back's natural curves.
- Alternate use of right arm and left arm to avoid fatigue of dominant arm.
- Do not twist your torso or excessively reach when cleaning.
- Move with the vacuum.
- Move furniture / rugs and then vacuum. Do not do both at the same time.
- Do not attempt to suck up water and avoid working in wet areas.
- Never attempt to pick up flammable materials or combustible liquids.
- Switch off the appliance, switch off at the power point and disconnect lead from power source when moving from one area to another.

## ENDING OPERATIONS AND CLEAN UP

- Switch off the vacuum cleaner at the appliance and the power source.
- Unplug the power lead and extension cord (if applicable) and remove plug from the power source (DO NOT pull the power cord to remove the plug).
- Retract the appliance power cord and loosely coil the extension lead.
- Remove and replace the dust bag or empty in an appropriate waste receptacle and replace the bag in the appliance.
- Wear appropriate dust mask when cleaning dust bags to prevent inhalation of fine dust.
- Store the machine in a safe, clean and tidy state.

## MAINTENANCE

- Hoses and electrical leads should be coiled and tied for protection against damage and for ease of storing.
- Ensure all equipment has been tested and tagged as per applicable state/territory regulations.

- Maintenance must only be performed by qualified personnel in accordance with the Maintenance section of the Operators Manual.
- This Safe Operating Procedure DOES NOT apply to any equipment that has been modified outside manufacturer's specifications.

## POTENTIAL HAZARDS AND INJURIES

- i Electrocutation.
- i Muscular skeletal injury.
- i Noise.
- i Inhalation of fine dust particles.

## DON'T

- DO NOT operate equipment without wearing appropriate PPE.
- DO NOT over-reach when vacuuming.
- DO NOT use vacuuming wands that are too short or long for your stature.
- DO NOT attempt to suck up water and avoid working in wet areas.
- DO NOT pull electrical cord around sharp objects.
- NEVER attempt to vacuum flammable materials or combustible liquids
- DO NOT use faulty equipment. Immediately report any suspect equipment & apply a **DO NOT USE** tag.



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