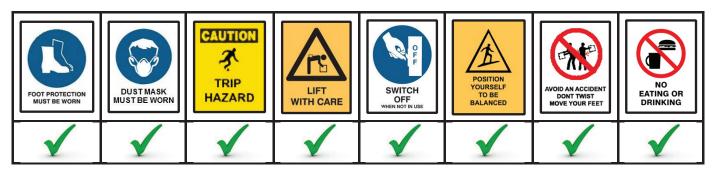


# SAFE OPERATING PROCEDURE VACUUM CLEANER

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

### PERSONAL PROTECTIVE EQUIPMENT





## PRE-OPERATIONAL SAFETY CHECKS



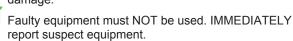
Read Operators Manual and Risk assessment.



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.

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~	Unwind and completely inspect the power cord,
	extension lead, plugs, sockets and power outlet for
	damage



#### **OPERATIONAL SAFETY CHECKS**

<b>/</b>	Ensure all other personnel or bystanders are clear of
	the immediate work area

<b>V</b>	Ensure the equipment is used in accordance with the
	manufacturer's instructions

<b>/</b>	Exercise caution in relation to the electrical lead and
	extension cord (if applicable). Ensure a tagged RCD is
	fitted to the power source outlet.

V	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.

<b>/</b>	To reduce pushing and pulling, provide use a
	mechanised floor vacuum.

Operate	during	times	of low	pedestrian	traffic.

<b>/</b>	Do not walk on, wheel objects over, or drop objects on
	electrical cords.

Date of last review	Name	Signature



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## **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

Electrocution.

Muscular skeletal injury.

**J** Noise

Inhalation of fine dust particles.

#### **DON'T**

DO NOT operate equipment without wearing appropriate

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.

Month 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.





Date of last review Name Signature



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I confirm I am competent to operate a VACUUM CLEANER following my training and reading of the attached Safe Operating Procedure

Date	Name	Signature



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Amendments and notes to be review prior to bi-annual update.

Date	Name	Item Description



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