

STANDARD OPERATING PROCEDURE

VACUUM CLEANER



**ONLY TRAINED PERSONNEL
AUTHORISED TO OPERATE THIS MACHINE**

Identified Hazards

- Electricity
- Dust
- Noise
- Musculoskeletal Injuries
- Slips / Trips / Falls

Personal Protective Equipment Requirements to Operate



Other | Additional PPE Requirements: Restrain long and loose hair, remove / contain loose jewellery

Operating Instructions

Pre-Operational Safety Checks

- Inspect the appliance for obvious damage, including lead, plug end and guarding and that the machine has a current electrical safety tag.
- Ensure suitable & safe work area provided with adequate lighting, free from congestion & tripping hazards.
- Use the correct vacuum cleaner for the environment for which it was intended:
 - Never use a dry vacuum cleaner to vacuum a wet surface. This can damage the motor(s) and puts the user at risk of electrical shock. If a machine has been exposed to moisture, it will require checking by a qualified person prior use.
- Operate during times of low pedestrian traffic.
- When not in use, unplug the vacuum cleaner from the wall outlet. This protects the cord and plug and helps prevent accidents.
- Electrically isolate from the power supply if unsafe, making repairs or adjustments, or servicing.

Operational Safety Checks

- **NEVER** operate a faulty piece of equipment. Report any faults, problems or hazards **IMMEDIATELY**.
- Ensure required PPE available and worn.
- All vacuums present a risk to the upper body from repeated wrist and elbow movements:
 - Use an upright stance avoid bending forward
 - Keep arms close to the body
 - Avoid over-reaching
 - Use the appropriate attachment/s
 - Move the legs and not the back
 - Avoid extreme ranges in your wrists
- Never pull or carry the vacuum cleaner by its cable, be careful not to damage the cable when withdrawing the plug from the socket, keep the cord away from sharp edges or corners and do not let it be squashed.
- Keep fingers away from all powered moving vacuum cleaner parts.
- Do not clean up:
 - Toxic, flammable or combustible materials
 - Do not pick up hard or sharp objects, including glass, nails, screws, coins etc.
 - Anything which has been burning or is still glowing (e.g. cigarettes, ashes or coal) whether glowing or apparently extinguished. The cleaner might catch fire.
- If unsure about what a substance is or if it looks unusual, investigate before vacuuming the area.
- Change or empty the vacuum bag frequently – a full bag increases the weight required to move.
- Upon completion of task, store the vacuum cleaner away in a cool, dry location.

REFER TO THE MANUFACTURER'S OPERATIONAL MANUAL FOR FULL SAFETY REQUIREMENTS