Safe Work Procedure

**NOTE: DO NOT use this machine unless you have been trained in its safe use and operation.**

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| Description of Work: | | | Using a Vacuum Cleaner | | | | | | | | |
| Vacuum Cleaner | | | | | | **Potential Hazards:** Exposure to hazards associated with electricity, ergonomics, slip, trips and inhalation of dust. | | | | | |
| **Personal Protective Equipment (PPE) Required** *(Check the box for required PPE*): | | | | | | | | | | | |
| hand protection Gloves | | dust mask Face Masks | | safety gogglesEyeProtection | face shield Welding Mask | | foot protection Appropriate  Footwear | | hearing prot Hearing Protection | safety apron Protective Clothing | |
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| **Safe Work Procedure Checklist:** | | | | | | | | | | | |
| 1. PRE-Operation:   * Unwind and inspect electrical cord completely. * Use only attachments supplied or approved by the manufacturer.   2. Operation:   * + Exercise caution in relation to electrical lead.   + Stand upright ensuring all operations with this equipment are undertaken with the intention of maintaining the back’s natural curves.   + Ensure equipment is used in accordance with manufacturer’s instructions.   + Operate during times of low pedestrian traffic.   + 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 machine, switch off at the power point and disconnect lead from power source when moving from one area to another.   3. POST-Operation:   * + Switch off vacuum cleaner and disconnect the lead from the power after each use.   + Hoses and electrical leads should be coiled and tied for protection against damage and for ease of storing.   + Dispose of disposable dust bag when full.   + Wear appropriate dust mask when cleaning dust bags to prevent inhalation of fine dust. * Ensure equipment is returned to storage area after use. | | | | | | | | | | | |
| **Competent Persons** (The following persons are authorised to operate, supervise and test students on the equipment/process). | | | | | | | | | | |
| **Name:** | **Title:** | | | | | | | **Contact Details:** | | |
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