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 protectionGloves | dust maskFace Masks | safety gogglesEyeProtection | face shieldWelding Mask | foot protectionAppropriateFootwear | hearing protHearing Protection | safety apronProtective Clothing |
| [ ]  | [ ]  | [ ]  | [ ]  | [x]  | [ ]  | [ ]  |
|  **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.
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| **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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