


Safe Work Instruction	Issue date: 20/09/10
<b>Wet and Dry Vacuuming and Seat Shampooing</b>	Review date: 20/09/13

<b>Document no.</b> SMS-06-SW-0502	<b>Work description</b> Using a wet/dry vacuum system		
	<b>Scope</b> Removal of water and dry substances (eg. fire-extinguisher residue after use) and use of the detailing attachment for seat shampooing		
<b>Review date</b> 20/09/13	<b>References</b> <ul style="list-style-type: none"> <li>• <a href="#">OHS Regulations 2001 clause 53, 81, 136, 163, 164 &amp; 165</a></li> <li>• <a href="#">SMS-06-GD-0001 Guide to Manual Handling</a></li> <li>• <a href="#">SMS-06-SW-0405 Handling Sharps</a></li> <li>• <a href="#">SMS-06-SW-0487 Entering Trains from Ballast</a></li> <li>• <a href="#">SMS-06-SW-0488 Climbing out of Trains onto the Ballast</a></li> <li>• <a href="#">SMS-12-01-0886 Red Flagging Trains in Stabling Yards, Depots or Maintenance Centres</a></li> <li>• <a href="#">SMS-06-SW-0491 Decanting Chemicals used for Cleaning</a></li> <li>• Relevant up-to-date MSDS</li> </ul>		
<b>Responsible supervisor</b>	<b>PPE and precautions</b>	<b>Competencies or qualifications</b>	<b>Licences or permits required</b>
Supervisor or Team Leader	<ul style="list-style-type: none"> <li>• High visibility vest</li> <li>• Safety Footwear</li> <li>• Red flag</li> <li>• Personal Identity Card (Pid)</li> <li>• Goggles</li> <li>• Rubber gloves</li> <li>• Respirator</li> </ul>	Induction On-the-Job Training Track and Electrical Safety Awareness or RISI	N/A
<b>Tools and equipment required</b> Vacuum plant hose, vacuum attachment, detailing attachment, mop, mop-bucket, rags, maxi-bucket, chemicals, pressure pump spray bottle, scraper, scourer, tongs, sharps container, Red Flag			
IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO <a href="#">SMS-06-PR-0104 WORKPLACE RISK MANAGEMENT</a> .			

	<b>Warning</b> <i>Make sure that the electrical extension cord used has a safety cut out switch fitted and that it is working.            Look out for trains moving into and out of your work area</i>
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<b>Preparation and on-going maintenance (Supervisor or Team Leader)</b>	Before starting the machine the Supervisor or Team Leader is to check that: <ul style="list-style-type: none"> <li>• the nylon waste tank filters are in place</li> <li>• the waste tank lid is on properly</li> <li>• the waste tank drain valve (lever on the front of the tank) is closed</li> <li>• the vacuum test outlet valve (on the frame next to the waste tank) is closed</li> <li>• the main control key-switch (on the front panel) is turned to HEAT</li> </ul>	
	<b>Starting the machine</b>	To start the machine: <ul style="list-style-type: none"> <li>• turn the switch to AUTO</li> </ul> <p>If the machine does not start, look at the touch screen (on the front panel) for information about faults and fix according to the on-screen instructions. If the machine still does not start, contact the maintenance fitter for assistance</p> <ul style="list-style-type: none"> <li>• make sure that the vacuum is operating by checking the gauge on the back of the machine frame.</li> <li>• If the waste-tank filter bags become full, a message displays on the touch screen. If this happens, shut down the plant, clean and replace the filter bags and restart the machine.</li> </ul>
	<b>Shutting down the machine</b>	To shut down machine: <ul style="list-style-type: none"> <li>• turn system key-switch to HEAT (This will turn off the operating pumps)</li> <li>• wait at least 30 seconds for vacuum pumps to empty, all water to stop flowing and all noise to stop</li> <li>• turn the system key-switch to OFF (This turns off the whole plant and heater)</li> </ul>


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	<b>Waste tank clean up</b>	<p>Clean up the waste tank:</p> <ul style="list-style-type: none"> <li>• open the vacuum test outlet valve that connects the waste tank to the system pipes (This reduces vacuum in the system and allows you to remove the lid)</li> <li>• lift the waste tank lid</li> <li>• remove the six mesh filters from the waste tank</li> <li>• empty and thoroughly rinse the mesh filters</li> <li>• flush the waste tank clean by opening the drain valve (lever on the front of the tank) for about 30 seconds</li> <li>• rinse waste tank with hose –make sure seal is clean</li> <li>• replace the filters</li> <li>• close the drain valve</li> </ul>
	<b>Clean up</b>	<ul style="list-style-type: none"> <li>• Put rubbish into a container and dispose of it properly</li> <li>• Soak all waste tank filters in a bath of clean water and detergent at least once a week</li> <li>• Wash your hands and arms thoroughly after handling waste tank filters</li> </ul>

<b>Preparation (Presentation staff)</b>	<ul style="list-style-type: none"> <li>• Check with your Supervisor or Team Leader that the vacuum is working</li> <li>• Collect cleaning equipment from store</li> <li>• Proceed to train</li> <li>• Place your red flag in the window of the leading car crew compartment</li> </ul>
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<b>Wet and dry vacuuming</b>	<p>Connect the vacuum attachment :</p> <ul style="list-style-type: none"> <li>• Check that the ball valve lever is in the OFF position</li> <li>• Attach the hose fitting to the vacuum attachment</li> <li>• Turn the ball valve lever to the ON position</li> </ul> <p>Vacuum:</p> <ul style="list-style-type: none"> <li>• Place the accessory head at a comfortable arm's length away from your body (Do <b>not</b> over-stretch)</li> <li>• Make sure that both rubbers of the head are in contact with the floor</li> <li>• Using two hands pull the head towards you making sure that the rubbers remain in contact with the floor</li> <li>• Repeat process until all water has been vacuumed</li> <li>• If suction is insufficient, report this to your Supervisor or Team Leader.</li> </ul> <p>Disconnect the vacuum attachment:</p> <ul style="list-style-type: none"> <li>• Turn the ball valve lever to OFF</li> <li>• Detach the hose fitting to the vacuum attachment</li> </ul> <p>Mop up excess water.</p>
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<b>Steps for seat shampooing</b>	<p>Connect the detailing attachment:</p> <ul style="list-style-type: none"> <li>• Check that the ball valve lever is in the OFF position</li> <li>• Check that the lever on the high pressure line is in the OFF position</li> <li>• Attach high pressure line to the outlet on the detailing attachment</li> <li>• Turn the ball valve lever on the vacuum line to ON</li> <li>• Turn the lever on the high pressure line to ON.</li> </ul>
	<p>Shampoo the seats:</p> <ul style="list-style-type: none"> <li>• Fill the pressure pump spray bottle with the chemical and water</li> <li>• Pump the spray bottle to build up adequate pressure for spraying</li> <li>• Remove graffiti using graffiti remover, rags and a brown scourer</li> <li>• Using spot remover and scraper remove chewing gum</li> <li>• Spray seat completely with chemical mixture from the pump spray bottle</li> <li>• Use the detailing attachment to clean the seat by pressing the lever on the attachment (the attachment sprays hot water and vacuums at the same time)</li> <li>• Continue this process until all the seats are cleaned</li> </ul>
	<p>Disconnect the detailing attachment:</p> <ul style="list-style-type: none"> <li>• Turn the lever on the high pressure line to OFF</li> <li>• Turn the ball valve lever on the vacuum line to OFF</li> <li>• Detach the vacuum hose from the detailing attachment</li> <li>• Detach the high pressure line from the detailing attachment</li> </ul>

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<b>Clean up</b>	<ul style="list-style-type: none"> <li>Remove your red flag from the window of the leading car crew compartment</li> <li>Return cleaning equipment to store</li> </ul>	
	<b>Warning</b> <i>While vacuuming maintain a good posture to avoid injury or strain to your back</i>	
<b>Additional controls</b>		
<ul style="list-style-type: none"> <li>Hepatitis A &amp; B Vaccinations are available for personnel.</li> </ul>		