


Safe Work Instruction	Issue date: 28/01/09
Using a Backpack Vacuum Cleaner	Review date: 09/01/12

Document no. SMS-06-SW-0621	Work description: Use of a backpack vacuum cleaner in carriages, amenities and offices		
	Scope: Applies to staff required to use backpack vacuum cleaners		
Review date 09/01/12	References: <ul style="list-style-type: none"> OHS Regulation 2001 clause 64 & 80 Manufacturer's operating instructions SMS-06-SW-0274 Electrical Equipment Selection, Inspection and Testing SMS-06-SW-0279 Electrical Equipment Environment Assessment SMS-12-01-0886 Red Flagging Trains in Stabling Yards, Depots or Maintenance Centres. SMS-06-SW-0487 Entering Trains from Ballast SMS-06-SW-0488 Climbing out of Trains onto Ballast SMS-16-FM-0896 Backpack Vacuum Cleaner Pre-work Checklist 		
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
Supervisor/Team Leader	<ul style="list-style-type: none"> High visibility vest Safety footwear Dust mask Gloves (inner and rubber) Red flag Personal Identity Card (PII) 	<ul style="list-style-type: none"> Induction On-the-job training Track and Electrical Safety Awareness or Rail Industry Safety Instruction (RISI) 	Nil
Tools and equipment required			
Sharps container and tongs, backpack vacuum, rubbish bag, Safety cut out device (as required)			
IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO SMS-06-PR-0104 WORKPLACE RISK MANAGEMENT .			



Warning: Keep electrical leads out of water.

Preparation	Before use compile a Backpack Vacuum Cleaner Pre-work checklist Collect equipment and check that: <ul style="list-style-type: none">• straps and clips are secure• mesh lining is attached firmly and evenly to the backpack• the bag is empty and clean• equipment has been tested and tagged and is “in date”• leads do not have any nicks, breaks or exposed wires• electrical plug is attached firmly to the lead• the ON/OFF switch and safety cut-out device are working.• proceed to train (if necessary)		
	<ul style="list-style-type: none">• <i>Do not use faulty electrical equipment.</i>• <i>Remove faulty equipment from use and tag with a label – CAUTION - DO NOT USE.</i>		
In wet weather, cover the vacuum with plastic to stop it getting wet when carrying it to or from the work area.			

Red flagging a train	<ul style="list-style-type: none"> Before starting work on the train Employees must clip their discipline's RED flag to the blind in the Driver's window at the leading end with the clips provided. Employees intending to work on a rail vehicle consist must attach their identification (PII card) to their discipline's RED flag displayed in the Driver's window at the leading end.
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Putting on a backpack vacuum	<ul style="list-style-type: none"> Place backpack on a level surface at about waist height. Put arms through straps, lift backpack onto your back. Do up the backpack's centre strap Adjust straps firmly and evenly making sure the backpack is comfortable and secure.
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Starting the vacuum cleaner	<ul style="list-style-type: none"> Locate a suitable power outlet near the work area. Make sure the outlet switch is OFF. Plug in the vacuum cleaner. Turn the outlet switch to ON. Move to work area. Turn on the vacuum cleaner.
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Vacuuming	<ul style="list-style-type: none"> • Start vacuuming forwards, working away from the power outlet and electrical leads. • Vacuum dirt and grit from floors/carpets and seats as required. • Do not vacuum wet surfaces <p>When you have finished vacuuming:</p> <ul style="list-style-type: none"> • turn off the power • unplug the vacuum cleaner • undo the backpack's centre strap • ease the backpack from your back onto a level surface at about waist height..
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Cleaning up	<ul style="list-style-type: none"> • Empty the vacuum bag contents into a garbage bag. • Shake the vacuum bag to get rid of dust. • Wind up the lead, wiping with a damp rag as you proceed. • Check the lead for any damage. • If the outside of the machine is dirty, wipe it with a damp rag. • Wrap up the lead and place on machine. • If a red flag has been used, remove it from the crew compartment window. • Return all equipment to the store.
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Warning

Be careful when emptying vacuum bag to avoid possible injury from needles or syringes that might have been vacuumed up refer to SMS-06-SW-0405 Handling Sharps.

Additional controls
When vacuuming in an office, place WARNING sign near the work area.