

Safe Work Instruction	Issue date: 09/07/10
Vacuuming Floor Surfaces	Review date: 04/05/13

Document no. SMS-06-SW-0806	Work description Vacuuming Floor Surfaces / Various		
	Scope Applies to all floor surfaces on RailCorp stations		
Review date 04/05/13	References <ul style="list-style-type: none"> • OHS Regulation 2001 clause 64 & 80 • SMS-06-SR-0057 System Requirement - Inspection and Testing • SMS-06-GD-0001 Guide to Manual Handling • Operator's manual • OHS Regulation 2001 chapter 5 Plant • OHS Regulation 2001 clause 9 Employer to identify hazards • OHS Regulation 2001 clause 10 Employer to assess risks • OHS Regulation 2001 clause 11 Employer to eliminate or Control Risk • Manual Handling Risk Assessment – Vacuuming Floor Surfaces 31 July 2007 		
Responsible supervisor Line Manager	PPE and precautions Refer to user manual Face Mask (optional when emptying dust bag) Leather gloves (optional when emptying dust bag)	Competencies or qualifications N/A	Licences or permits required N/A
Tools and equipment required Vacuum			
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.			

General	Use of a Vacuum cleaner to clean floor surfaces from dust and grit items.
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Preparing the Vacuum Cleaner	Check the Vacuum Cleaner is fit for use, including: <ul style="list-style-type: none"> • electrical leads and plugs in satisfactory condition free from cracks breaks and exposed wires, and tagged (current electrical equipment in service inspection and testing completed) • wheels in satisfactory condition • no other parts of the vacuum cleaner are damaged. Tell the Line Manager if faults or defects are found.
	 Note <i>If the vacuum cleaner is faulty, you must place a "Caution Tag" on the faulty vacuum cleaner. Do not operate the vacuum cleaner until the faults are repaired and tag removed.</i>

Preparing the plant and work area	Prepare the work area for cleaning: <ul style="list-style-type: none"> • check there are no electrical hazards, eg. exposed electrical sockets and damaged electrical leads • remove any unnecessary clutter and potential trip hazards from work area • clear the area of any pedestrians, in some cases barricading and caution signage may be required • move the vacuum cleaner into position at walking speed • avoid using the vacuum cleaner during busy times
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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 and turn the outlet switch to ON • move to work area and 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 leaddo not walk backwards whilst vacuumingmove the vacuum close to each area to be cleaned. Do not overreach or stretch. Avoid bending or twisting the body to reach areas. Maintain upright posture and body movement.vacuum dirt and grit from floors/carpets
	<p>When you have finished vacuuming:</p> <ul style="list-style-type: none">turn off power and unplug the vacuum cleaner

Cleaning up	<ul style="list-style-type: none">empty the vacuum bag contents into a garbage binshake the vacuum bag to get rid of dust
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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.

Additional controls

- When vacuuming stairs do not vacuum whilst walking always stop, ensure footing is stable and then vacuum
- When vacuuming stairs commence from the bottom and make your way up.
- Avoid vacuuming in crowded areas where the likelihood of collision with others is high
- Staff with specific special needs or restrictions in relation to the vacuuming of floor surfaces should not undertake this task.