











Safe Work Instruction - Cleaning

DO NOT UNDERTAKE THIS TASK UNLESS YOU HAVE BEEN INSTRUCTED IN ITS EXECUTION

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|------------------------------|--|--------------------|
| TASK | VACUUMING (BACKPACK) | |
| SCOPE | This SWI describes the process of vacuuming surfaces using a backpack vacuum | |
| EQUIPMENT REQUIRED | Backpack vacuum | Vacuum attachments |
| | Small brush | Spot Cleaner |
| | Extension cord | Portable RCD |
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| SUPPORTING REFERENCES | SWMS – Cleaning – General Areas | |
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| PPE REQUIREMENTS – Verify all PPE is in good condition prior to use | | | | | | | | | |
|---|---|---|---|---|---|--|---|---|---|
| Foot Protection | Hearing Protection | High Visibility | Head Protection | Eye Protection | Hygiene Controls | Hand Protection | Protective Clothing | Disposable Mask | Sun Protection |
|  |  |  |  |  |  |  |  |  |  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| OTHER | Workers may choose to wear hearing protection | | | | | | | | |

| KEY HAZARD AND RISK CONTROLS – Safety, Environment and General |
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| Safety |
| <ul style="list-style-type: none"> Do not use vacuum if cord is damaged or a current electrical test tag is not present Do not move any objects that are too heavy for you to move Avoid awkward postures by moving feet Take regular breaks |
| Environment |
| <ul style="list-style-type: none"> Collect any waste prior to vacuuming – separating any recyclable materials |
| General |
| <ul style="list-style-type: none"> Ensure area that is to be vacuumed is clear of any obstacles, including people Store vacuum on shelf or above ground level in cleaner’s room Check condition of vacuum prior to starting for any damage |

BEFORE YOU START TAKE 5 FOR SAFETY

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| <p>STOP and think about the potential dangers of the task and work area</p> | <p>LOOK and identify new hazards, and report these to the manager</p> | <p>ASSESS the risk, consider any possible threats of damage or injury</p> | <p>CONTROL hazard with suitable control measure to reduce risk</p> | <p>DO the task and monitor hazards by keeping a look out for changes</p> |
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STEP BY STEP GUIDE

Pre-Operation

- Collect all equipment required from cleaner’s storage area or cleaner’s trolley
- Check condition of equipment for any damage or faults and current test and tag (if electrical)
- Apply any PPE and make sure it is in good working condition
- Ensure area to be vacuumed is clear of any obstructions
- Assess the safety of the material to be vacuumed – sweeping may more suitable
- Use portable RCD

Instructions

- Adjust and wear all harness straps so the weight of the vacuum is on the small of the back and not the upper back or shoulders.
- Adjust the length of the wand so that the hand piece is parallel with the ground when you hold it with you back straight
- Keep a straight back when wearing the backpack vacuum with the handpiece parallel to the ground
- Walk forwards to move vacuum head and keep your elbows at or near you side to minimise shoulder movement and stretching
- Make sure you use the correct attachment and vacuum the area in overlapping strokes using easy underarm motions
- Aim to vacuum from the power point doing one side area as you go and then doing the other side as you make your way back to the power point
- Move any light obstructions (such as furniture in your way), but do not move any objects that are too heavy for you
- When vacuuming under low furniture/equipment (ideally using the small brush attachment) DO get down on one knee rather than bending over. DO place your spare hand on the furniture/equipment for improved balance
- If the carpet is stained, remove stains using an appropriate spot cleaner after vacuuming

Finishing Up

- Empty and dispose of any waste correctly
- Remove any entangled objects from the vacuum brush
- Clean filters are every use
- Wind cord properly, starting at machine and coiling cord towards the unplugged end to reduce twisting of the cord
- Store Backpack vacuum on shelf or above ground level in storage area

EMERGENCY REQUIREMENTS

- Be aware of site emergency response provisions and first aid requirements

FINAL CHECK

- Are all work areas clean and tidy?
- Have you put all equipment and materials away neatly?
- Have you reported any near misses or incidents?