











Safe Work Instruction - Cleaning

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

TASK	VACUUMING	
SCOPE	This SWI describes the process of vacuuming surfaces	
EQUIPMENT REQUIRED	vacuum	Vacuum attachments
	Small brush	Spot Cleaner
	Extension cord	Safety Signage
	Portable RCD	
SUPPORTING REFERENCES	SWMS – Cleaning – General Areas	

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
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

STOP and think about the potential dangers of the task and work area	LOOK and identify new hazards, and report these to the manager	ASSESS the risk, consider any possible threats of damage or injury	CONTROL hazard with suitable control measure to reduce risk	DO the task and monitor hazards by keeping a look out for changes
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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
- 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 the length of the wand so that the hand piece is parallel with the ground when you hold it with you back straight
- Stand upright and avoid bending forward
- Move the legs and not the back
- 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 a furniture in your way), but **do not** move any objects that are too heavy for you to move
- 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 vacuum in cleaner’s area, ensuring walkways are free

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?