

**BACK PACK VACUUM CLEANING**

**DO NOT use the back pack vacuum unless you are familiar with its
safe use and operation and appropriate training has been given.**

## POTENTIAL HAZARDS

◼ Repetition of movement ◼ Awkward posture ◼ Noise

◼ Duration of task ◼ Vibration ◼ Shock

****◼ Inhalation of fine dust when emptying bags ◼ Water hazards – potential electrocution

◼ Slip/trip/fall ◼ Sprains/strains

#### PRE-OPERATIONAL SAFETY CHECKS

1. Secure any loose clothing or jewellery. Covered footwear should be used when operating this machine.
2. Consider best practice for the placement of chairs on desks at the end of the day. Discuss any requirements or adjustments to practice with your administration.
3. Do not use machine where there is water on the surface to be vacuumed (e.g. wet carpets, benches).
4. Unwind electric cord completely. Avoid placing across doorways and walkways to prevent trips.
5. If the vacuum is not connected to a safety switch either permanently installed at the switchboard or a portable safety switch, then check that the tag and test certificate is current.
6. Check collection bag before starting to ensure it is empty, this will reduce dust and weight load.
7. Adjust wand length to suit worker and move the intake hose connection to the preferred side.
8. Loosen shoulder straps on machine to allow ease of fitting if required. Adjust harness to suit.
9. Smaller workers may need to select alternate equipment if unit is too large or heavy.
10. Vacuum must never be lifted directly from the floor and onto the back in one movement. Sit vacuum on bench of appropriate height and back into harness or get a team member to help.
11. Adjust the straps so that the harness is firm against the back and hips allowing a finger to be placed comfortably under the strap.

**STARTING AND USING THE VACUUM**

1. Stand upright; all operations with this equipment should be undertaken with the intention of maintaining the back’s natural curves.
2. Use during low traffic times to minimise the trip and catch hazards associated with the cord.
3. Switch machine on using the rocker switch at the side of the machine.
4. Vacuum floor by moving the floor tool across the surface in a to and fro motion overlapping slightly to complete the area to be cleaned. Adjust suction to suit floor surface to reduce the force required to push/pull the vacuum head.
5. To move from one area to another it is important to switch off the machine, switch off at the power point, disconnect lead and move to new area, winding and unwind the electrical lead completely from the machine end. Do not ‘daisy chain’ cords together when vacuuming large areas, instead turn off GPO switch, unplug and re-plug the cord as you move along.
6. This procedure is also required at the completion of each shift.
7. Empty the dust bag regularly.

#### HOUSEKEEPING

1. Switch off machine, disconnect the lead from the power and roll from the machine to the end.
2. Leave the machine in a clean and tidy state.
3. Hoses and electrical leads should be coiled and tied for protection against damage and for ease of storing. All attachments should be removed and stored suitably e.g. on a shelf or in boxes.
4. Do not lend vacuum to builders for work site clean-up, especially after asbestos work. Builders are required to supply their own equipment to clean up after themselves.

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| **Date of last review** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |