

SAFE OPERATING PROCEDURE

Task/Equipment Description: Wet / Dry Vacuum Cleaner

Example picture only
















Potential Hazards and Risks:

- Electric Shock
- Sprains/strains
- Noise
- Inhalation of fine dust particles
- Awkward postures
- Slips, trips and falls
- Hazardous manual tasks/MSDs

DO NOT use this equipment unless you have been trained in its safe use and operation.

Required Personal Protective Equipment (PPE)

PPE ✓	Gloves	Hearing Protection	Head Protection	Eye Protection	Eye (UV) Protection	Safety Footwear	Face/visor / Welding	Dust Mask	Half Face Mask (P2)	Breathing Apparatus	Hi-Vis Apparel	Full Body Clothing	Harness
													
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Other PPE
(describe):

ALWAYS

Connect to an outlet which is protected by an operating safety switch

Use equipment only if test/tag date is current

Report unsafe electrical equipment and lock/tag damaged items out of service to Diamond Hire

Ensure the vacuum is cleaned and maintained in accordance with the manufacturer's operation manual

Connect to an outlet which is protected by an operating safety switch

NEVER

Never pull electrical cord around sharp objects

Never vacuum asbestos or silica particles, glass or metal shavings

Never use faulty equipment

Never use wet and dry vacuum cleaner to clean up flammable liquid spills or where flammable vapours are present

Never immerse in water

This document does not replace training; it is provided as a guide to the safe use of this type of equipment. Refer to the manufacturer's manual or training documents for further information. This is a non-specific document and must be assessed against your particular brand of equipment and the working environment. Where necessary a Task Specific Risk Assessment should be undertaken.

Safe Operating Procedure:

1. Pre-Operation – Safety Checks:
 - Covered footwear should be used when operating this machine
 - Larger wet and dry cleaners may present an over-exertion injury risk, more especially when tank is filled with water after use
 - Exercise care when working on wet floors. Extension and appliance leads will present trip hazard
 - Do not pull or carry unit by electric lead or run the appliance over lead
 - Avoid pulling cord around sharp edges or corners
 - Keep electric lead away from heated surfaces
 - Check leads are in good condition with no damage and are inspected, tested and tagged

2. Operation – Safety Procedure:
 - Do not handle plug or appliance with wet hands
 - Refer to manufacturers' operation manual for specific operating instructions for each particular brand and model of machine
 - Do not use a wet and dry vacuum cleaner for any other use than for which it was designed
 - Do not put any object into or block openings
 - Keep openings free from dust, lint, hair or anything that may reduce airflow
 - Do not pick up anything with cleaner that is burning or smouldering, such as cigarettes, matches or hot ashes and embers
 - Do not use machine without dust bag and filters in place
 - Turn off all controls before unplugging from power outlet
 - Exercise extra care when cleaning on stairs
 - Do not allow leads to remain on floor when work completed
 - Exhaust air from cleaner can blow dust and debris on floor into air in work area

3. Post-Operation – Housekeeping:
 - Disconnect lead from power supply before removing tank cover
 - Isolate appliance from power before changing filter bag or emptying tank of fluid
 - Exercise care when lifting machine on or off work bench for maintenance
 - Store in a secure and safe location

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