

SWMS Title:	Vacuum – Carpet Extractor	Description of Task / Activity:	Vacuum – Carpet Extractor
Partner Site:	All Partner Sites		
SWMS prepared by: Darren Morris	Position: Regional HSE Manager WA/SA/NT	Date: 10/06/2021	SWMS reviewed by: Paul Nichols
Authorisation:			
Authorised by: Operational Business Unit Manager or Delegate		Date: 10/06/2021	

Hierarchy of Control	Risk Matrix																																																																																																							
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Required PPE (Personal Protective Equipment)									
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1. Hazard / Hazardous Event	2. Current Controls
Prestart Inspection/Preparation – Slips, Trips, manual handling	<ul style="list-style-type: none"> Discuss with office managers for suitable vacuuming times and vacuum out of peak times where possible. Should staff still be working in the area you are required to vacuum please ensure they are happy for you to commence due to the noise and potential slip/trip hazards. Always inspect (visually only) the area for hazards such as sharps or blood/bodily fluids prior to commencement of vacuuming. Inspect areas for removal of furniture or other equipment and use manual handling aids or seek assistance where required. Place safety sign/s in a position so that they can be easily seen to avoid any trip hazards, especially electrical leads and hoses. Check vacuum electrical lead and fittings for safety, working condition and within test date. If a lead is damaged contact manager and put a “Danger Do Not Use” tag on it. Check wheels on the vacuum, report damage to manager and put a “Danger Do Not Use” tag on it. Inspect the rear tyres for correct air pressure prior to use. Use a long-handled dustpan and broom or litter picker to pick up large items or sharp objects.
Filling and emptying vacuum water tanks Using carpet cleaning detergent	<ul style="list-style-type: none"> When using cleaning chemicals for the cleaning tank use in well ventilated areas. Disconnect the vacuum from the general power outlet prior to filling or emptying vacuum water tanks. Do not use wet hands when handling electrical leads. Use a hose where possible to fill and empty water tanks. Do not fill the clean water tank past 3 quarters. Where using buckets to fill and empty water tanks keep the water load to a manageable level. If lifting buckets of water use correct manual handling with knees bent and back straight. Make sure the waste water tank lid has been correctly secured using the pull down elastic strap before use. Check the clean water tank has the lid is correctly secured before use. Wear safety glasses and nitrile gloves when filling the cleaning tank using carpet cleaning detergent. Refer to carpet cleaning detergent SDS in the cleaners room.
Moving vacuum to work site	<ul style="list-style-type: none"> Do not pick up the vacuum and use the wheels for transportation. Push the vacuum along using the handles. Move the vacuum to different floor levels using an elevator. Check the extension cord has been secured prior to transporting the vacuum. Check both the clean and dirty water tanks have lids down and secured correctly before moving vacuum. Check the working areas and rooms for smoke detectors and follow up isolation where detectors are present.

<p>Commence Vacuuming – slips, trips, manual handling, electrical shock and suction.</p>	<ul style="list-style-type: none"> • Do not plug the vacuum into plug boards or double adaptors. • Do not place hands or other body parts inside the clean water storage tank. • Do not connect or remove vacuum hoses while the vacuum pump or vacuum is switched on. • Do not place hands or body parts over the end of suction hoses while the vacuum is on. • Ensure the pump/vacuum switches are in the off position prior to connecting vacuum hoses. • Verify high pressure hoses are connected correctly to the machine and wand by checking the collar couplings are clicked firmly into place. • Avoid pulling the electrical cord over or around sharp edges or corners and keep away from heated surfaces. • Place removed furniture in a safe position and out of walk ways where possible. • Do not run over the electrical cord with the vacuum. • Avoid placing the vacuum head over electrical cords and getting electrical equipment wet. • Commence vacuuming in a forward motion working away from power point and lead. • Remain upright and vacuum with smooth strokes (not vigorous scrubbing action) • Do not perform vacuuming operation for periods in excess of 30 minutes without a 5-minute interval of alternative tasks. • Lock wheels at the front of the vacuum if vacuuming within 2m above stair cases. • Use the vacuum on flat and level surfaces. • Avoid pulling the electrical cord to move the vacuum and use the vacuum handles. • Do not unplug the electrical cord from general power outlet or vacuum by pulling the cord and remove by pulling the plug. • Turn off all vacuum switches before unplugging the electrical cord from the general power outlet and vacuum. • Check for water spills and clean up immediately. • Use the vacuum in open areas. • Wear approved safety footwear when using the vacuum. • If placing the vacuum wand on a floor ensure the wand is placed upside down to avoid damaging high pressure spray coupling/s and fittings near the handle.
<p>Cleaning, Maintenance and storage – slips, trips manual handling</p>	<ul style="list-style-type: none"> • Wind the extension lead up from the vacuum to the general power outlet. • Wipe equipment clean. • Store the vacuum wand so the high pressure hose coupling does not have unnecessary weight placed on it.
<p>3. Additional Information</p>	
<ul style="list-style-type: none"> • For Additional Information contact the HSE Team. 	
<p>4. Activity Risk Rating:</p>	<p>Medium (C3)</p>