

LOCATION:	WRITTEN BY:	APPROVED BY:	DATE:	LAST REVISION:
All Locations	Lorie Carriere	Albert Jubinville	January 30, 2023	new

HAZARDS PRESENT	PERSONAL PROTECTIVE	ADDITIONAL REQUIREMENTS
<ul style="list-style-type: none"> Wet floors – slip and falls MSI- forward bending and reaching, forceful exertions, repetitive movements Electric shock Pinch points Vibration Noise ~ 73 dBA 	<ul style="list-style-type: none"> Disposable nitrile gloves for emptying canister. Non-slip footwear Hearing protection "Wet Floor" sign Safety Glasses 	<ul style="list-style-type: none"> Lift/material handling training WHMIS training Equipment orientation

SAFE WORK PROCEDURE

PRE-JOB STEPS:

- Check equipment for any obvious defects or damage. Do not use a damaged machine and notify your supervisor.
- Before using, inspect the vacuum for any damaged cord or switches.
- Ensure that the wand hose is securely attached.
- Ensure that the vacuum brush is free of string and other debris.
- When vacuuming keep elbows at or near body sides to minimize shoulder movement. Ensure the location of your grip on the vacuum cleaner wand is level with your forearm.
- Keep back straight, keep arms close to your body to reduce overreaching or bending over.
- Alternate "power hand" to reduce fatigue of arms.
- If vacuuming a larger area, make certain that the closest outlet is used to reduce minimize a tripping hazard on the cord.
- Empty bags or canisters frequently to avoid adding extra weight to the vacuum

PROCEDURE:

- 1) Ensure that vacuum is switched off before plugging in.
- 2) If using a wet/dry vacuum, ensure that caution signs are placed in the most visible areas to alert all staff of wet floors
- 3) For Wet Vacuuming:
 - Remove the fleece filter bag.

- Remove the brush strips and install the rubber lips.
- After the wet vacuuming, turn the machine off and clean the cartridge filter with the filter cleaning.
- Whenever possible, try to drain a wet vac into a floor drain to avoid lifting the tank. If draining a wet vac into a sink, try to maintain an upright straight back position.
 - lower your body by bending your hips and knees
 - get a good grip with both hands
 - lift by pushing through your legs
 - rest the edge of the tank against the sink to share the weight of the tank
 - always take small step to turn rather than twisting your spine
- Clean the container with a damp rag and dry it. If there is a risk of chemicals or other contaminants in the fluid, wear gloves when emptying tanks or adding any cleaning chemicals. Rinse tanks with water to remove any debris

4) For dry vacuuming:

- Release and remove the suction head.
- Insert the fleece filter bag
- Insert and lock the suction head.
- Plug the vacuum in and set the main switch to program 2.
- Vacuum the area. Once completed, turn the vacuum off by pressing the semi-automatic filter deducting key 5 times.
- Switch off the appliance at the main switch and unplug the machine
- Empty the container

REFERENCE DOCUMENTS

- WS&H Act W210, Section 4, 5, 7, 7.1
- MB. Regulations 217/2006,
 - Part 2, Section 2.1 Safe Work Procedures
 - Part 6, Section 6.1 PPE
 - Part 35.0 WHMIS
 - Part 36.0 Chemical Biological Substances
- Instruction Manual for Karcher NT 22-1AP Wet/Dry Vacuum