

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"> MSI- forward bending and reaching, forceful exertions, repetitive movements Electric shock Fire Vibration Noise ~ 73 dBA 	<ul style="list-style-type: none"> Non-slip footwear Hearing protection 	<ul style="list-style-type: none"> Lift/material handling 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.
- Inspect the vacuum for any damaged cord or switches.
- Ensure that the vacuum brush is free of string and other debris.
- Check the exhaust filter – change when it becomes dirty.
- 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 frequently to avoid adding extra weight to the vacuum

PROCEDURE:

- 1) Ensure that vacuum is switched off before plugging in. Plug the power cord into a properly grounded electrical outlet.
- 2) Check the vacuum bag to determine if it needs to be changed. Change when it is full.
- 3) Step on the foot pedal to release the handle to operating position.
- 4) Turn the main power switch on.
- 5) Turn the height adjustment knob to the desired setting, for carpet.

- 6) Proceed to vacuum the area overlapping slightly.
- 7) To use the wand, return the vacuum to upright position. The brush motor will stop automatically. Slide the wand out of its holder. Install the crevice tool or dusting brush on the end of wand if desired.
- 8) When finished. Turn off vacuum and unplug the machine from outlet.
CAUTION: Do not unplug by pulling cord. Use the plug, not the cord.

Housekeeping

- Ensure equipment is off.
- Unplug the power cord from the electrical outlet and wrap it around the cord hooks.
- Check to see if the dust bag is full, replace if needed. Shake out the filter.
- Change the filter every 5 dust bags are changed.
- Clean the inside and outside of vacuum with damp cloth.
- Remove any built-up carpet fibres or other debris from the brush housing.
- Ensure the equipment is safe, clean, and tidy before you leave it.

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