



Safety Rules: Vacuum Cleaners

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1

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Purpose

This document outlines the rules for the safe operation of vacuum cleaners.

Scope

This document applies to all authorised housekeeping and cleaning workers deemed competent by their supervisor.

Rules

1. Operators **must follow the operating procedures outlined in the Manufacturer's information booklet**. The Manufacturer's Instructions must be kept with the equipment.
2. PPE to be worn: Fully covered shoes, dust mask (if required).
3. All filters fitted as standard must be used at all times
4. Circuit breaker with earth linkage switch (RCD) must be used in all situations
5. Correctly fitted harnesses for back pack vacuums must be used
6. Fully extend the vacuum cleaner lead when in use.
7. Take care when emptying / removing bags to avoid spreading dust.
8. Avoid vacuuming wet areas unless the vacuum cleaner has been designed for this purpose (eg wet / dry vacuum cleaner)
9. Use appropriate manual handling techniques – use a lunging motion, do not bend and twist the back, use the legs. Take regular rest breaks.
10. Do not move heavy furniture to vacuum. If a heavy item must be moved for vacuuming, consult with your supervisor for an appropriate manual handling solution.