


**Work Health Safety: Safe Work Practice: Cleaning and Security**

**Vacuuming**

 Risks	Risk rating	Risk Controls
Injury to back, muscle, ligaments from repetitive use or stretching	Likelihood D Consequence 2 Rating = HIGH	<input checked="" type="checkbox"/> Avoid bending or twisting your back when using vacuum <input checked="" type="checkbox"/> Use vacuum as per this Safe Work Practice
Injury to back, muscle, ligaments, bones from fall, trip or slip	Likelihood D Consequence 2 Rating = HIGH	<input checked="" type="checkbox"/> Assess safety of area before vacuuming
Injury to arm or hand due to static electricity shock ( <i>worse when staff wearing clothing made from synthetic material or when not wearing rubber soled shoes</i> )	Likelihood E Consequence 4 Rating = LOW	<input checked="" type="checkbox"/> Staff to wear rubber soled shoes and clothing made from natural fibre <input checked="" type="checkbox"/> If shocks are frequent an anti-static spray can be used ( <i>add one tablespoon of fabric softener in a spray bottle of water and spray carpet before vacuuming</i> ).
Injury to eye, respiratory system from dust and other flying particles	Likelihood D Consequence 4 Rating = LOW	<input checked="" type="checkbox"/> Assess material before sweeping – do not vacuum hazardous dust, flammable liquid or hot ashes <input checked="" type="checkbox"/> If you think you need safety glasses and dust mask then the material should be swept not vacuumed

**Equipment required:.**

<i>Mercy Services equipment</i>	<i>Others equipment</i>
vacuum, extension power cord ( <i>if at Mercy Services venue</i> )  Worker to wear <u>footwear</u> that is fully enclosed, slip resistant sole, water repellent/resistant and provides adequate support.	vacuum, extension power cord ( <i>if at client's home</i> )  <i>Spray bottle and fabric softener (if anti-static spray required)</i>
<b>Personal Protective Equipment required: -</b>	

Activity	Worker behaviour	Client/other's behaviour
1. Preparation	a. Assess the safety of the material to be vacuumed – sweeping may be more suitable for fine dusts and you may need safety glasses or a dust mask. b. Assess environment – remove people and prevent the possibility of any wind disturbing dust being swept c. Empty the dust bag d. Check the hose for obstructions (drop a coin through it)	<i>Clients and others to: stay away from area to be vacuumed</i>  <i>If vacuuming a clients house ask them not approach you while the vacuuming cleaner is on – as you can't hear them and they may be injured if you move suddenly</i>

	e. If possible, adjust the length of the wand so that the hand piece is parallel with the ground when you hold it with your back straight	
2. Vacuum	<ul style="list-style-type: none"> <li>a. Stand upright and avoid bending forward</li> <li>b. Move the legs and not the back</li> <li>c. Use easy underarm sweeping motions when vacuuming</li> <li>d. Vacuum from the power point doing side areas on your left as you go and then doing the other side as you make your way back to the Power point.</li> <li>e. When vacuuming under beds <b>DO</b> get down on one knee rather than bend. <b>DO</b> place your spare hand on the bed for improved balance.</li> </ul>	
3. After	<ul style="list-style-type: none"> <li>a. Dispose of waste (see SWP - Waste Disposal).</li> <li>b. When finished replace equipment in correct storage area. Ensure storage area is locked when finished.</li> </ul>	
4. Follow-up	a. Document any incident and report it to your Coordinator immediately	

**As at 07/12/16 this Safe Work Practice is authorised for use in:**

<i>Service</i>	<i>Position</i>
Home Care Packages	Community Care Assistant
Home Support Program/NDIS	Community Care Assistant
Residential Aged Care	Assistant in Nursing

**Date for review of safe work practice:** December 2019 (or if injury or changes require)

## COMPETENCY ASSESSMENT

### Vacuuming

Employee \_\_\_\_\_

Assessor \_\_\_\_\_

Date \_\_\_\_\_

**Desired Outcome:**

For staff/volunteer to vacuum dust from floor/ground without causing harm or distress

**Knowledge required:**

Manual handling

Performance Criteria	Competence demonstrated	Comment
<b>Preparation</b>		
a. Assess the safety of the material to be vacuumed		
b. Assess environment		
c. Empty the dust bag		
d. Check the hose for obstructions		
e. If possible, adjust the length of the wand		
<b>Sweep</b>		
a. Stand upright and avoid bending forward		
b. Move the legs and not the back		
c. Use easy underarm sweeping motions		
d. Vacuum away from the power point		
e. Carefully vacuum under beds.		
<b>After</b>		
a. Dispose of waste (see SWP - Waste Disposal).		
b. Store equipment		
<b>Follow-up</b>		
a. Document and report any incidents		

Is the worker assessed as being competent?     YES     NO

Any required follow up action/training: \_\_\_\_\_

Signature of employee..... Date.....

Signature of assessor ..... Date.....