


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

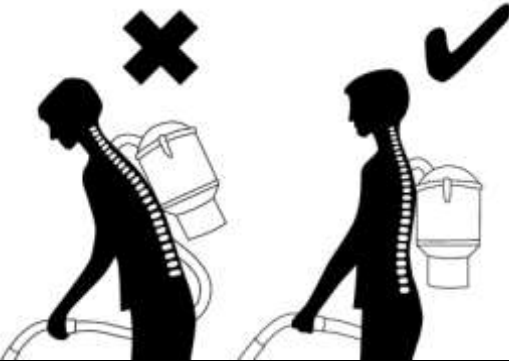
### Vacuuming (backpack)

 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"/> Keep back straight when wearing 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 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>
Backpack vacuum, extension power cord  Worker to wear <u>footwear</u> that is fully enclosed, slip resistant sole, water repellent/resistant and provides adequate support. <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) e. Once a month – clean external air filter, dust cone f. Put hose outlet on the side of your vacuuming hand g. Adjust and wear all harness straps (the weight of the vacuum should be on the small of your back not your upper back or shoulders) h. Adjust the length of the wand so that the hand piece is parallel with the ground when you hold it with your back straight	<i>Clients and others to: stay away from area to be vacuumed</i>

		
<p>2. Vacuum</p>	<p>a. Keep a straight back when wearing the backpack vacuum with the handpiece parallel to the ground</p> <p>b. Use your forward walking to move the vacuum head and keep your elbows at or near your side to minimise shoulder movement and stretching</p> <p>c. Use easy underarm sweeping motions when vacuuming</p> <p>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.</p> <p>e. When vacuuming under low furniture/equipment <b>DO</b> get down on one knee rather than bend. <b>DO</b> place your spare hand on the furniture/equipment for improved balance.</p>	
<p>3. After</p>	<p>a. Dispose of waste (see SWP - Waste Disposal).</p> <p>b. When finished replace equipment in correct storage area. Ensure storage area is locked when finished.</p>	
<p>4. Follow-up</p>	<p>a. Document any incident and report it to your Coordinator immediately</p>	

**As at 30/06/14 this Safe Work Practice is authorised for use in:**

<i>Service</i>	<i>Position</i>
Driver	Community Transport
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:** June 2014 (or if injury or changes require)

## COMPETENCY ASSESSMENT Vacuuming (Backpack)

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. Once a month – clean external air filter, dust cone		
f. Put hose outlet on the side of your vacuuming hand		
g. Adjust and wear all harness straps		
h. Adjust the length of the wand		
<b>Vacuum</b>		
a. Keep a straight back with the handpiece parallel to the ground		
b. Minimise shoulder movement and stretching		
c. Use easy underarm sweeping motions		
d. Vacuum away from the power point		
e. Carefully vacuum under furniture/equipment		
<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.....