


Work Health And Safety: Safe Work Practice: Garden & Maintenance

Yard Vacuum


 Risks	Risk Level	Risk Controls
Damage to ears from equipment noise	Likelihood: D Consequence: 2 Rating = HIGH	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Restrict clients, animals and public from work area. <input checked="" type="checkbox"/> Ear protection to be worn by workers.
Damage to eyes and other parts of body from particles by use of equipment	Likelihood: B Consequence: 3 Rating = HIGH	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Only operate vac with catcher bag attached <input checked="" type="checkbox"/> Protect eyes when emptying catcher bag <input checked="" type="checkbox"/> First aid kit available for prompt treatment of injuries.
Manual handling injury from moving or using the equipment	Likelihood: D Consequence: 2 Rating = HIGH	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Keep natural curves in back when wearing vacuum <input checked="" type="checkbox"/> Use squat/semi squat to pick up vacuum and its parts <input checked="" type="checkbox"/> Operator to hold/use equipment as designed <input checked="" type="checkbox"/> Leave Stihl SH85 left in vac mode to prevent having to change to from blower mode
Fire or explosion from petrol fumes	Likelihood: C Consequence: 4 Rating = MODERATE	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> There is only room to safely transport one fuel container in the van (<i>unleaded for the mowers/edger/brushcutter</i>) so the vac must be in refilled before leaving Tighes Hill base <input checked="" type="checkbox"/> Refuelling outdoors only and only when engine is OFF – no smoking and clean up any petrol spill before starting the engine, petrol to be kept in shade and container closed when not in use. <input checked="" type="checkbox"/> Fire extinguisher to be kept close to the refuelling area. <input checked="" type="checkbox"/> First aid kit available for prompt treatment of injuries.
Poisoning from petrol	Likelihood: C Consequence: 4 Rating = MODERATE	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ensure that when not in use petrol container is kept in the van or ute out of reach of children <input checked="" type="checkbox"/> 2 stroke fuel for vac to not be stored near the unleaded fuel to avoid confusing the two
Toxic exhaust fumes from equipment.	Likelihood: C Consequence: 4 Rating = MODERATE	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Do not operate equipment in a confined or unventilated space
Injury to worker from hazards in the setting	Likelihood: C Consequence: 4 Rating = MODERATE	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Staff to assess environment and remove or isolate potential targets. <input checked="" type="checkbox"/> When working near road/ footpath the operator or if necessary a watchperson will monitor pedestrian/ traffic and work to cease if an unauthorised person comes within 10 metres of the machine. <input checked="" type="checkbox"/> First aid kit available for prompt treatment of injuries.
Tearing of hair or clothing getting caught in air intake	Likelihood: E Consequence: 4 Rating = LOW	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Operator not to wear loose fitting clothing, scarves or anything that could get caught in the air intake <input checked="" type="checkbox"/> Operator with long hair to tie it up or wear under a hat
Damage to the equipment	Likelihood: E Consequence: 4 Rating = LOW	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Equipment to be secured before transit <input checked="" type="checkbox"/> Avoid vacuuming abrasive material (<i>e.g. stones</i>) as they cause rapid wear on the fanwheel and fan

		<p>housing.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Store manufacturer’s manual in same location as yard vac (<i>e.g., in van</i>) <input checked="" type="checkbox"/> Empty catcher bag before and after use and when it is half full <input checked="" type="checkbox"/> Ensure regular maintenance of equipment
Vibration (white finger) injury from moving or using the equipment	Likelihood: E Consequence: 4 Rating = LOW	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Staff to alternate use of different equipment between them from one job to the next. <input checked="" type="checkbox"/> Staff to only use one type of equipment for 30 minutes before having a break.
Fire or explosion for vacuuming flammable materials	Likelihood: E Consequence: 4 Rating = LOW	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Never attempt to vacuum up hot or burning substances (<i>e.g. smouldering ashes, glowing cigarette</i>) <input checked="" type="checkbox"/> Never attempt to vacuum up combustible fluids (<i>e.g., petrol</i>) or materials soaked with combustible fluids

Equipment required:

<i>Mercy Services equipment</i>	<i>Others equipment</i>
<p>Stihl SH85 Yard Vacuum, 2 stroke fuel, fire extinguisher (CO²), mobile phone, sunscreen, yard work gloves, Manufacturer’s instruction manual</p> <p>Personal Protective Equipment required: hat, ear protection, eye protection, trousers, work boots,</p>	

Activity	Worker behaviour	Client/other’s behaviour
Preparation	<ol style="list-style-type: none"> 1. Ensure you are familiar with the handbook of instructions for use of the equipment 2. Make sure the equipment is the right tool for the task at hand (<i>a broom or shovel may be more suitable</i>). 3. Only start work if sure there will be enough daylight for the duration of work 4. Ensure other people are at least 10 metres away from where you are working. 5. Apply Personal Protective Equipment 6. Transport the equipment to the work area 	
Operation	<ol style="list-style-type: none"> 1. Placing yard vac firmly on the ground 	<p>There should be no unauthorized/unprotected people within 10 metres of the equipment when in operation.</p>

	<p>2. Start the yard vac as per the manufacturer’s manual</p>  <p>3. Operator to use both hands when using vac (<i>right on control handle and left on assist handle</i>)</p> <p>4. Wear shoulder strap over left shoulder (<i>not across chest</i>)</p> <p>5. Make sure your attention does not slip while operating the yard vac.</p> <p>6. Ensure your footing is solid.</p> <p>7. Take care of footing on slopes or wet ground.</p> <p>8. Rotate jobs or take rest breaks every 30 minutes to prevent fatigue or the development of vibration whitefinger.</p> <p>9. Walk, never run.</p> <p>10. Stop equipment and empty catcher bag when it is half full</p> <p>11. Stop and switch off the engine if you need to move or investigate material on the ground</p> <p>12. Do not use equipment if it is making unusual noise or vibration</p>	
<p>Completion</p>	<p>1. Stop the engine whenever you leave the equipment.</p> <p>2. Allow the machine to cool if storing in confined space</p> <p>3. Clean machine</p> <p>4. Store machine in a ventilated area</p>	

As at 05/03/2015 this Safe Work Practice is authorised for use in:

<i>Service</i>	<i>Position</i>
Home Maintenance	Gardener/Maintenance Assistant
Home Maintenance	Maintenance Assistant

Date for review of safe work practice: March 2018 (*or if injury or changes require*)

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COMPETENCY ASSESSMENT

Yard Vacuum operation

Employee _____

Assessor _____

Date _____

Desired Outcome:

To use yard vacuum to collect dry and loose waste without injury

Knowledge required:

Worker must have read manufacturer’s manual for this equipment

Performance Criteria	Competence demonstrated	Comment
Preparation		
Familiarise self with the manufacturer’s manual		
Assesses that yard vac is appropriate tool for material to be vacuumed		
Assesses that there is sufficient time to complete job		
Ensure area is clear of unauthorised people		
Apply Personal Protective Equipment		
Uses correct manual handling to safely transport the equipment to work area		
Operation		
Places yard vac firmly on the ground		
Start the yard vac as per the manufacturer’s manual		
Place one hand on machine and operate starter with the other hand		
Maintain attention to job		
Ensure stable footing		
Exercise caution on sloping or wet ground		
Rotate jobs after 30 minutes		
Walk – never run		
Stop equipment and empty catcher bag when it is half full		
Stop & switch off if need to move/investigate material on the ground		
Stops using if equipment is making unusual noise/vibration		
Completion		
Stop engine when leaving the equipment		
Allow machine to cool if storing in confined space		
Clean machine		
Store machine in a ventilated area		

Is the worker assessed as being competent? YES NO

Any required follow up action/training: _____

Signature of employee Date.....

Signature of assessor Date.....