

SWMS Title:	Vacuum – Backpack and Walk Behind	Description of Task / Activity:	Vacuum – Backpack and Walk Behind
Partner Site:	All Partner Sites		
SWMS prepared by: Darren Morris	Position: Regional HSE Manager WA/SA/NT	Date: 01/09/2021	SWMS reviewed by: Paul Nichols
Authorisation:			
Authorised by: Operational Business Unit Manager or Delegate		Date: 01/09/2021	

Hierarchy of Control	Risk Matrix																																																							
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Required PPE (Personal Protective Equipment)									
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1. Hazard / Hazardous Event	2. Current Controls
Prestart Inspection/Preparation – Slips, Trips, manual handling	<ul style="list-style-type: none"> • If using battery powered vacuum, inspect battery case for damage prior to use and report damage to supervisor. • Undertake stretching and warm up exercises at the beginning of the day prior to use of the vacuum. • When picking up vacuum unit use correct manual handling with knees bent and back straight. • Check clearance from traffic/embankments/retaining walls, or other if required to step forwards/backwards due to losing balance. • Close access to the area until the job is completed (if practicable) or do the work after hours. • Should staff still be working in the area you are required to vacuum please ensure they are happy for you to commence due to the noise. • Always inspect (visually only) the area for hazards such as sharps or blood/bodily fluids prior to commencement of vacuuming. • Place safety sign/s in a position so that they can be easily seen to avoid any trip hazards, especially electrical leads where present. • Check vacuum lead where present and fittings for safety, working condition and within test date. If an electrical lead is damaged notify your Supervisor and put a “Danger Do Not Use” tag on it. • Inspect vacuum shoulder securing straps are correctly secured to the machine, adjusted and in good working order. • Check that all connections, hoses and assemblies are firmly positioned prior to use and climbing stairs. • Use a long-handled dustpan and broom or litter picker to pick up large items or sharp objects. • Check correct tool attachments/extensions connected to hoses to maintain comfortable working position/s. • Vacuum in front of body position and avoid excessive body twisting motions.
Put Backpack Vacuum on – slips, trips, manual handling	<ul style="list-style-type: none"> • Where using battery powered vacuum check battery is fully charged prior to use. • Place Backpack Vacuum on a raised bench / shelf, make sure power outlet is turned OFF – where present unwind the lead and connect to power outlet. • Loosen straps. • Put on the vacuum cleaner. • Do up waist strap. • Adjust the harness and shoulder straps correctly to suit. • Seek assistance if required to secure the vacuum when using shoulder straps. • Turn on the power. • Switch vacuum ON. • Maintain a correct straight posture with shoulders held back.
Walk Behind Vacuum - Pre-start	<ul style="list-style-type: none"> • Ensure hearing protection is fitted prior to operation.

Commence Vacuuming – slips, trips, falls and manual handling	<ul style="list-style-type: none"> • Assess working areas, remove and/or consult with staff for slip, trip or falling hazards. • Use handrails while climbing, descending or working on stairs. • Assess working areas and consult with staff prior to removal of pallets and other stock. • Avoid using vacuums near the edge of docking stations or other unprotected edges. • Avoid using the vacuum on excessively steep surfaces. • Check loose or protruding vacuum fittings, straps/hoses have been removed/secured prior to climbing stairs. • Commence vacuuming in a forward motion working away from power point and electrical power lead where present. • Remain upright and vacuum with smooth strokes (not vigorous scrubbing action) • Do not vacuum wet surfaces. • Do not perform vacuuming operation for periods in excess of 30 minutes without a 5-minute interval of alternative tasks. • Take required rest breaks and rotate job task where possible. • When finished switch off power – remove electrical plug where present and undo the strap (Backpack Vacuum) – remove vacuum by easing slowly onto a table or desk.
Hot conditions, crushing, striking and entanglement	<ul style="list-style-type: none"> • Drink plenty of water, take rest breaks, work in the shade and rotate job tasks where possible. • Avoid leaving the vacuum cleaner switched on while unattended. • Ensure long hair is securely fastened. • Check all necessary covers and guards are in place prior to use. • Where using battery powered vacuum check battery is correctly secured/clicked into position prior to use. • Avoid leaving vacuum unattended where there is a potential for a trip hazard. • Switch the vacuum motor off prior to cleaning, maintaining or inspecting.
Cleaning and Maintenance – slips, trips manual handling and dust	<ul style="list-style-type: none"> • Clean out the bag by gently shaking into a plastic bag. • Empty dust bags/containers outdoors away from traffic, team members, staff and contractors. • Brush bag with a brush – do not wash bag. • Wind the lead from the vacuum to the plug. • Wipe equipment clean. • Place on the door or hang on wall in cleaner’s store (Backpack Vacuum).
3. Additional Information	
<ul style="list-style-type: none"> • For Additional Information contact the HSE Team. 	
4. Activity Risk Rating:	Medium (C3)