

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)