

SWMS Title:	Vacuuming Using PacVac Vacuum Cleaner	Description of Task / Activity:	Vacuuming floors using a VacPac vacuum cleaner.
Partner Site:	All Partner Sites		
SWMS prepared by: Gavin Reiske	Position: Regional HSE Manger CIMs	Date: 09/06/2023	SWMS reviewed by: Paul Nichols
Authorisation:			
Authorised by: Operational Business Unit Manager or Delegate		Date:	

Hierarchy of Control	Risk Matrix				
	RISK ASSESSMENT PROCESS				
	Step 1 Determine Probability	Step 2			
	LIKELIHOOD	CONSEQUENCE			
		PERSON	ASSETS	ENVIRONMENT	
	A	1	Minor Near Miss	Under \$500 Damage and Minimal Productivity Disruption.	No Damage
	B	2	First Aid Treatment Injury	\$500–1000 Damage and/or Slight Production Disruption.	Minor Damage
	C	3	MTI or Short Term LTI	\$1000–5000 Damage and/or Production Disruption.	Reversible Damage
	D	4	Long Term LTI	\$5000–10,000 Damage and/or Project Contingency Plan Required.	Serious Damage
	E	5	Fatality, Permanent Disability	More than \$10,000 Damage and/or Large Reorganisation of Project.	Major Damage
	RISK ASSESSMENT PROCESS				
	Step 3 Calculate Risk				
	Consequence				
Likelihood	1	2	3	4	5
A	1 Low	3 Low	6 Low	10 Medium	15 High
B	2 Low	5 Low	9 Medium	14 High	19 Extreme
C	4 Low	8 Medium	13 Medium	18 High	22 Extreme
D	7 Low	12 Medium	17 High	21 Extreme	24 Extreme
E	11 Medium	16 High	20 Extreme	23 Extreme	25 Extreme

Required PPE (Personal Protective Equipment)									
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					

1. Hazard / Hazardous Event	2. Current Controls
Preparation/Prestart - General	<ul style="list-style-type: none"> Using headphones and in-ear listening devices is not permitted at any time whilst on site.
Preparation/Prestart - Electrical Hazard	<ul style="list-style-type: none"> Unwind the electrical cord from vacuum, checking that it is in good condition with no damage, (no exposed wires/ broken insulation). Never use a vacuum that has a damaged power cord or plug. Attach an out of service tag and report faulty vacuum. Check electrical test and tag has not expired. Don't use any electrical equipment that doesn't have a test tag or where the test date has expired. Visually inspect the Vacuum to ensure that there is no physical damage. Never use a vacuum that has damage to the vacuum unit. Attach an out of service tag and report damage. Turn the vacuum on to ensure that it is operating correctly and there are no unfamiliar sounds. Turn off vacuum again. Never use a vacuum that is making unfamiliar sounds or not working as expected. Attach an out of service tag and report faulty vacuum cleaners.
Preparation/Prestart - Slip, Trip and Fall Hazard	<ul style="list-style-type: none"> Layout the power card so it is not a trip hazard for other people. Avoid laying power cords across walkways or stairs and lay cords close to walls so they are not a trip hazard.
Preparation/Prestart - Manual Handling	<ul style="list-style-type: none"> When picking the Vacuum up from the floor or a shelf, ensure that the vacuum is close to your body and you are not reaching across other objects while lifting the vacuum up. Place the vacuum on a table or bench, ensuring the vacuum power switch is off and connect the lead to the power point and turn on power point. Put on the vacuum by sliding arms in the shoulder straps and picking up the vacuum. Do up the waist strap and adjust to a firm fit, so the strap is not loose around the waist. Adjust harness and shoulder straps to suit. Seek assistance where required in adjusting the straps.
Vacuuming floors - Slips, Trips and Falls	<ul style="list-style-type: none"> Always commence vacuuming walking in a forward motion away from the power point, trailing the power cord behind. Always be aware of the lead and where possible plug cord in to power outlet in room you are cleaning. Never pull on the power cord if it becomes tight, walk back, and untangle cord.

	<ul style="list-style-type: none"> • Use handrails while climbing, descending, or working on stairs. Vacuum stairs and landings while moving up the stairs. • At the completion of vacuuming the area, turn off power at the vacuum, turn off power at power point and remove power cord from power point and move to the next area to be vacuumed.
Vacuuming floors - Manual Handling	<ul style="list-style-type: none"> • Vacuum with smooth strokes, not a vigorous scrubbing action. Don't bend or twist to vacuum under objects. • Move light objects that are easily moved and vacuum around heavy objects, seek assistance where heavy objects are required to be moved. • Do not perform vacuuming operation for extended periods without intervals of alternative tasks.
Shutdown and Stowing - Manual Handling	<ul style="list-style-type: none"> • At the completion of vacuuming the area, remove the vacuum from your back by resting the unit on a bench or table, removing the waist strap and the shoulder straps. • Ensure that the power is turned off at the power point and unplug the vacuum. Neatly wind up the power cord into the vacuum. Place the unit back on the hook, shelf or ground ensuring that the unit is as close to the body as possible and you are not reaching over other objects to stow the unit.
Dust Hazard - Cleaning and Maintenance	<ul style="list-style-type: none"> • Remove dust bag outdoors away from all entry doors,. Don't remove dust bag from vacuum until outside. • Place vacuum paper dust bag into rubbish bin lined with rubbish bag. Wipe the unit clean and refit a new paper dust bag.
Completion - General	<ul style="list-style-type: none"> • Check the work area and ensure all cleaning equipment have been returned to the cleaners room once complete.
3. Additional Information	
<ul style="list-style-type: none"> • For Additional Information contact the HSE Team. 	
4. Activity Risk Rating:	Medium (B3)