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| **Safety Task Card** |
| **CLN 18** | **Cleaning using backpack vacuum** |
| **Workplace Safety Hazards** |
| What are the hazards? | How might they be harmed? |
| Electrical hazardsTrailing cablesManual handling Discarded medical sharps  | Electric shockSlips, trips and fallsBack and muscle strainsCuts and abrasionsInfection including bloodborne viruses |
| **Safe System of Work** |
| * Employees to be trained in the use of backpack vacuum cleaners and in correct cleaning method. When changing the prefilter and extraction filter the procedure listed in operation manual.
* Follow manufacturer’s user instructions, where these are available.
* Vacuum cleaners to be maintained by competent persons and in accordance with manufacturer’s guidance where available.
* Ensure all spillages cleaned up prior to vacuuming (unless using a specific wet and dry vacuum cleaner) Vacuum is not designed to pick up potentially hazardous material.
* Operator must adjust back straps which must both be used when carrying or operating the appliance to ensure even weight distribution Backpack total weight 4.2kg.
* Operator to adjust the waist and chest straps to ensure equipment is secure, these must be worn when carrying or operating appliance.
* The cord must be placed on cord relief lock and excess cable looped tidy and secured using the restraining strap. Ensure no strain placed on the cable and connections.
* If operator finds discarded sharp to be removed correctly and discarded in sharp bin, if aware a sharp has entered the vacuum – notify the supervisor to ensure safe removal of the waste container.
* Erect suitably located warning signs/barriers as appropriate to warn or prevent unauthorised access when vacuuming in progress. Additional cleaning signs will be required for staircases. When moving /operating on stairwells one hand must hold onto the handrail to prevent falls.
* Floor cleaning carried out at a time when least number of people likely to use the area.
* Switch appliance of prior to disconnecting from the mains supply. Return equipment to designated storage location after use, clean thoroughly and store correctly.
* If equipment is dropped and potentially damaged this must be reported immediately to departmental manager and appliance checked prior to future use.

.* Implement the Safe System of Work/Control Measures in the Electrical Safety Risk Assessment, Ref. MAN 05, including regular PAT safety testing and the manual handling safety precautions.
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| **Site Specific Actions**List any actions required in addition to the above safe system of work |
| Machine used at site: |
| The above control measures are implemented within my unit. All relevant staff are aware of these control measures and this is recorded in the training record for this safety task card. |
| Unit Manager Name | Signed | Date |

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| **Safety Card Training Record** |
| **CLN 18** | **Cleaning using backpack vacuum** |
| I confirm that I fully understand the risks and control measures associated with the taskand that I will follow the Safe System of Work at all times.  |
| Operative Name | Signature | Date |
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