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| **Safety Task Card** |
| **COM 05** | **Use of Mechanical floor cleaning machines – includes floor washing/scrubbing /buffing/vacuum/carpet cleaning** |
| **Workplace Safety Hazards** |
| What are the hazards? | How might they be harmed? |
| Manual HandlingUneven or sloping surfacesTrapping hands between equipment and fixed structuresTrapping feet under castorsWet floor surfaces Electrical equipment Collision with pedestrians Contact with chemicals  | Back, muscle and upper limb strainsImpact injuriesCrushing injuriesPossible fracture of bonesCuts, lacerations and puncture woundsSlips trips and falls Burns and irritationElectric shock |
| **Safe System of Work** |
| * All operators to be trained in correct method (Refer A+ Method SOPs or equivalent) and correct use of equipment.
* Follow manufacturer’s user instructions, where these are available.
* Equipment 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)
* Use a RCD with any wet pick up machines and use nearest electric power sockets to reduce length of trailing cables and to minimise the use of extension leads. Cables to be placed as close to edge of room as possible to reduce tripping hazards. Particular care must be taken when using equipment on stairs.
* Ensure no strain placed on the cable and connections.
* Examine areas to be cleaned to check any hazards including damaged equipment or edges and report to relevant person before commencing the work.
* Erect suitably located warning signs/barriers at entrances to area being cleaned maximum of 4 metres apart and clearly visible to warn or prevent unauthorised access when cleaning in progress.
* Use only the designated cleaning product for the task being carried out and only from clearly labelled containers. Always use chemicals in the correct dilution and in accordance with manufacturers’ user instructions. Never mix cleaning products together. Never leave cleaning products unattended and store safely after use.
* Suitable Personal Protective Equipment must be worn in accordance with COSHH Product.
* Floor cleaning carried out at a time when least number of people likely to use the area.
* Return equipment to designated storage location after use, clean and decontaminated thoroughly and store correctly.
* Disconnect from mains electrical supply when cleaning the appliance, if disposable waste compartment check this has been emptied prior to storing appliance.
* Implement the Safe System of Work/Control Measures in the Electrical Safety Risk Assessment, Ref. ES 06/06a, 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 |
| Equipment used on site (refer to asset list location): |
| 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 |
| **Safety Card Training Record** |
| **COM 05** | **Use of Mechanical floor cleaning machines – includes floor washing/scrubbing /buffing/vacuum/carpet cleaning** |
| 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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