

What are the hazards and how might they harm?



Slip injuries from spillages, trip injuries caused by trailing cables



Back and muscle strain from manual handling



Inhalation injury, burns, skin irritation from cleaning chemicals



Electric shock as a result of contact with faulty equipment



Crush injuries, bruises, fractures, amputation caused by entrapment

What PPE should the individual wear?



Wear PPE as prescribed in the Task Card for the cleaning chemical you are using. This is likely to include gloves and/or goggles.

What other precautions should be taken?



Wear appropriate footwear with slip-resistant soles



Visually inspect equipment and cable for any damage or defects, such as burn marks or frayed cables, before use

Use of rotary floor buffers and scrubbers

Safety Task Card STCCL 12

Unit Managers – use page overleaf to list any hazards and control measures specific to your site which are not listed below

Safe System of Work

1. Floor buffing should be carried out when the fewest people are likely to use the area and pedestrian traffic is minimal.
2. Erect warning signage before starting and where appropriate use barriers and signage to prevent unauthorised access.
3. Examine the area to be cleaned for hazards, including damaged edges, and report any hazards to your manager before starting the work.
4. Follow the manufacturer's instructions for the equipment being used and only use it if you have been trained to do so.
5. Only use the designated cleaning product for the task being carried out and the equipment being used.
6. Follow the safety precautions in the COSHH Task Card for the chemical being used. This includes wearing PPE such as protective eyewear and gloves.
7. Check that the switch is in the off position before connecting to the power supply.
8. Use the nearest electric power socket to reduce the length of cable and minimise trip hazards.
9. There must be no strain on the cable and connections.
10. Keep the power cable away from the brushing or polishing head.
11. Take care to keep hands, feet, long hair, lanyards and loose clothing away from all moving parts.
12. Always keep both hands on the handles when using the floor buffer.
13. The floor buffer must be off and disconnected from the power source before changing a buffing pad or cleaning block.

Continued on reverse

If you have any concerns, stop and speak with your line manager before proceeding.

List any additional hazards or risks you have identified and control measures required to manage these.

Use of rotary floor buffers and scrubbers continued

Safety Task Card
STCGE 12

Safe System of Work continued

14. Pay particular attention when moving from one floor surface to another, to avoid strong pulling motions and loss of control of the buffer.
15. Switch equipment off and remove key when not in use, particularly when left in a public area.
16. Before leaving the area, check for and remove any spillages or water residue with a dry mop.
17. Disconnect equipment from mains electrical supply when assembling or cleaning it.
18. Any maintenance must be completed by a qualified competent engineer.
19. Never attempt to lock the switch in the ON position.
20. Clean the appliance and leave on charge in a well-ventilated clearly marked and secure area.
21. Remove all barriers and signage once the task has been completed and the floor is dry.
22. Report to your manager if you experience any numbness or inability to feel temperatures during or after using the equipment.

If you have any concerns, stop and speak with your line manager before proceeding.

SOP (Standard Operating Procedures)