

 DALHOUSIE UNIVERSITY Facilities Management Wet/Dry Vacuum Cleaners Safe Work Instructions	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> January 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>
Service: Environmental Services	Shop: Custodial	
Hazards Identified: Dust, slippery floors, noise, electrical shock, tripping		
Personal Protective Equipment Required: Safety boots, safety glasses or goggles, ear protection		
Training Required: Before using this equipment employees must be trained by a competent person in its proper use and care and in the proper use and maintenance of all required PPE.		

These safe work practices must be followed at all times and are to be reviewed annually to ensure they are adequate and accurate.

General

1. Only properly trained and experienced employees are to operate this piece of equipment.
2. Read the owners manual regularly to ensure proper use of this equipment.
3. Required PPE must be used at all times during the operation of this equipment.
4. Ensure that equipment is regularly and properly maintained by a competent person.
5. Only use manufacturer recommended accessories and parts.
6. Always follow information on labels that have been affixed to the vacuum.

Power Cords and Extension Cords

1. Always check the power cord, its plug and any required extension cord before operating vacuum.
2. Do not use the vacuum if the power cord or plug have been damaged or altered.
3. Do not abuse power cords by using it to pull the vacuum.
4. Never pull on a power cord to unplug it, grasp the plug.
5. Protect power cords by keeping them away from extreme or excessive heat, sharp objects or moving parts.
6. Do not damage the power cord or extension cords by running over, pinching or dragging over rough objects.
7. Replace damaged power cords immediately.
8. Do not use extension cords that have been damaged in any way.
9. Ensure the gauge of the extension cord is adequate for the amperage of the vacuum.
10. Use grounded or GFCI electrical outlets when ever possible.

Operation of Vacuum

1. Do not operate this equipment if your ability is affected due to alcohol, drugs, medications or being tired.
2. Do not use vacuums designed for indoor use, outside.
3. Do not make electrical connections with wet hands, dry hands first.
4. Do not leave the vacuum unattended when it is turned on.
5. Do not use without the proper filter.
6. Use a multiple filter system for cleaning up material like drywall dust to prevent it from “coughing” back into the room.
7. Do not get suction hoses wet if there are electrical connections in the suction hose.

8. Do not block or obstruct openings.
9. Do not use the vacuum without required filters or duct bags in place.
10. Always turn the vacuum off and unplug it before changing filters or dust bags or performing any maintenance.
11. Use brush attachments or take extra care when vacuuming around surfaces that can be chipped or marred.
12. Ensure that suction hoses are locked tightly into the vacuum body.
13. Do not allow ribbed suction hoses to rub against and scratch or mar door casings or other surfaces.
14. Do not vacuum up smoldering items.
15. Do not vacuum up explosive or combustible dust particles or reactive metal dust particles such as aluminum, magnesium or zinc especially in combination with highly alkaline or acidic detergents or asbestos.
16. Check and clean the water level limiter regularly if vacuum is so equipped.
17. Switch the vacuum off immediately if liquid begins to escape.
18. Do not use to vacuum lubricants or coolants.
19. Do not use to vacuum up hazardous products such as gasoline, diesel fuel, acetone, paint thinner, heating oils, undiluted acids solvents, pesticides or asbestos.
20. To ensure ease of handling empty the vacuum frequently.
21. Keep any power cord / extension cord connections out of the water.