VACUUM SAFETY TIPS

Be Prepared

✓ Ensure you have been trained in the use of the vacuum
✓ Use the correct vacuum for the work (e.g., indoor, outdoor, wet)
✓ Inspect the machine to ensure:
  – No obvious defects
  – Frayed electrical cord
  – Damaged plug
  – Adequate suction
✓ Adjust wand to comfortable length if feature is available
✓ Use appropriate personal protective equipment (PPE):
  – Hearing protection (depending on machine)
  – Non-slip shoes

Work Safe

✓ Do not use a regular dry vacuum on a wet surface or for nails or other sharp objects
✓ Do not vacuum flammable or toxic materials
✓ Use a GFCI (Ground Fault Circuit Interrupter) if any surfaces/materials could be wet
✓ Do not run electrical cord across hallways/high traffic areas
✓ Do not pull out the electrical plug by the cord
✓ Adjust the wand (if possible) so that you have a more upright posture
✓ Use backpack vacuums for stairs and uneven surfaces if available
✓ Keep the vacuum wand close to the body – reaching places extra strain
✓ Keep the cord away from sharp edges and corners

Finish Right

✓ Ensure the vacuum is unplugged when cleaning and maintaining
✓ Empty dust container and clean filter in a well-ventilated area
✓ Store the vacuum in a designated area
✓ Clean and put away PPE
✓ Report any problems with the equipment to your supervisor

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Speak up!
If you see a hazard, let a supervisor know. Everyone plays a role in your safety and health.
HOW TO USE SAFETY CHECKS FOR WORKERS

Safety checks provide information for workers on how to work safely with specific hazards. Safety Check information can be used in orientation training, tailgate talks or even in one-on-one coaching. Use the following tips to help you communicate this information in your workplace:

- Use language that is consistent with the workplace
- Consider the work you do and specific examples of how these hazards can result in injury or illness
- Explain how the safe work practices will help prevent injury and illness
- Wherever possible, use the actual tools, equipment, materials and PPE to demonstrate proper use
- Ask specific questions during your talk to check understanding
- Keep a record of each talk that you deliver (see the form below)
- Post a copy of the Safety Check for workers to reference

Have you taken reasonable measures to control this hazard using the hierarchy of controls?

- Provide well-engineered light weight, adjustable equipment
- Procedure on how to safely use the equipment
- Inspecting and repairing equipment regularly
- Training staff on how to recognize, assess and control vacuum hazards
- Implementing and enforcing PPE program

Date: ____________________________ Topic: __________________________________________________

Safety Check Session Leader: _________________________________________________________________

Learner Name (Please print) Signature

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