

St. James-Assiniboia School Division
Safe Work Procedure
Vacuum Cleaner



Facility: All schools	Written by: SJSD Cleaners	Approved by: Paul Deacon	Date Created: April 13, 2007	Date of last revision: February 4, 2020
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Hazards Present: Electric shock, trip and fall, dust.	PPE or Devices Required: Goggles, dust mask (when emptying vacuum)	Additional Training Requirements:
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NOTES:
Extra caution is required when young children are present.
If vacuum is excessive loud wear hearing protection when using. Report loud or unsafe equipment to your supervisor.

Safe work procedure:
Check the mechanical condition of the vacuum cleaner. Visually inspect the vacuum cleaner's wheels for debris.
Check the vacuum cleaner electrical cord for frays or missing insulation.
Check the vacuum cleaner bag for rips and tears.
Plug the vacuum cleaner cord into an outlet.
Vacuum carpet
After vacuuming the cleaning area, flip the vacuum cleaner switch to the OFF position
Coil the vacuum cleaner electrical cord around the holders on the handle.
Wear goggles and a dust mask when emptying the vacuum cleaner.

Guidance documents: Manitoba Workplace Safety and Health regulation <ul style="list-style-type: none"> • 2.1 Safe Work Procedures • 6.1 Personal Protective Equipment • 35 Workplace Hazardous Materials Information Systems St. James-Assiniboia School Division Policy: <ul style="list-style-type: none"> • EBB-R Safe Work Procedures • EBBA Personal Protective Equipment • EBBAB-R Managing hazardous chemicals/materials 	Employee name: _____
	Employee signature: _____
	Date of review: _____