



St. James-Assiniboia School Division  
Safe Work Procedure  
Cleaning a carpet with a carpet extractor

<b>Facility:</b> All schools	<b>Written by:</b> SJSD Cleaners	<b>Approved by:</b> Paul Deacon	<b>Date Created:</b> April 13, 2007	<b>Date of last review:</b> January 14, 2020
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<b>Hazards Present:</b> Slip and fall, Corrosive chemicals, MSI- Back injury	<b>PPE or Devices Required:</b> Rubber gloves, Non-slip footwear, "Wet Floor" sign Goggles	<b>Recommended Training Requirements:</b> Lift/material handling training, "Back to Basics" training, WHMIS
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**NOTES: Extra caution is required when young children are present.**

- Do not leave machine unattended.
- Know location of electrical cords at all times.
- Ensure area to be cleaned is not accessible to children
- Use only clean water.

**Safe work procedure:**

1. Lower the machine to expose underneath the front end. Check to ensure the nozzles are not clogged. Check to ensure the rotating brush is free from debris such as string or carpet fragments.
2. Fill the clean water tank with hot clean water using a hose or a bucket.
3. Plug in the machine. Make sure the ground prong has not been removed from the plug. Dry your hands before you plug anything into an electrical outlet.
4. Turn on the vacuum, brush, and pump.
5. Extract residue from carpet by pulling the machine backwards. Make sure you know where the electrical cord is so you don't trip or run over it. If a second person is available they may hold the cord as you walk backwards. Continue in this manner until the carpet is cleaned.
6. Empty the dirty water from the recovery tank using a floor drain or a bucket. Wear goggles and rubber gloves while emptying the tank
7. Clean out the machine with clean water to prevent the nozzles from becoming clogged.

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