

Title: Vacuum Cleaner - Industrial

Issue Date: May 2016





CENTRAL OFFICE USE ONLY

Page Number: 1 of 2

Last Reviewed: May 2016

Next Review Date: May 2018

DO NOT use this machine unless you have been trained in its safe use and operation.

Description of Work:		Using an Wet/Dry Vacuum Cleaner
		<p>Potential Hazards: Exposure to dusts and electrical hazard. Hazard when emptying due to unknown contents of canister and or filter. Exposure to noise and sharp objects.</p> <p>Important Notice: This SOP is intended as a reference guide to compliment Western Engineering's Shop Safety Training. This document by its self does not constitute shop/equipment training. Please visit OWL site: "Western Engineering Shop Training"</p>
Personal Protective Equipment (PPE) Required (Check the box for required PPE):		
 Respirator /Dust Mask	 Eye Protection	 Hearing Protection
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Potential Risks and Hazards:		
<ul style="list-style-type: none"> • Dusts and unknown contaminant when emptying bag or canister • Inhalation of fumes and dusts 		
Safe Work Procedure Checklist:		
<p>1. PRE-Operation:</p> <ul style="list-style-type: none"> ▪ Always begin by setting-up your work area safely to avoid the following: <ul style="list-style-type: none"> ○ Trip hazard, uncomfortable working conditions, electrical hazards, crowded work spaces (other students) and other dangerous situations ▪ Identify the correct machine: <ul style="list-style-type: none"> ○ Wet/Dry for damp or moist debris typically found in the metal Shop. This machine has a coarse filter and is not suitable for fine dusts that would combine with moisture to clog this filter. ○ Dry (only) for dusts with no moisture. This machine has a fine filter and/or bag filter for fine particulate (not HEPA) that is easily emptied by replacing the bag. Using this machine on moist debris immediately clogs the fine filter and ruins the bag, crippling its effectiveness. ▪ Do not use on long stringy debris. Identify suitable debris for correct machine use. For dusts and particles only. Not suitable for long stringy debris such as that often produced by drilling or lathe operations. ▪ If machine feel heavy, it may be time to empty or replace filter and canister. See Technical Staff for instruction or look in cabinets in CMLP 63 for replacements ▪ Identify ON/OFF switch ▪ Inspect electrical cord 		

2. Operation:

- Never use vacuum on anything hot or sparking
- Use vacuum on suitable materials only. Ensure that no tools are buried in dusts.
- Use for excess dusts and debris left over after using a dust pan.
- Do not use the vacuums for large quantities of debris. Use brushes and dust pans as primary means of debris removal when possible
- If using vacuum for preventative measure to collect debris while another machine is running:
 - Ensure there is no chance of hose/nozzle entanglement in any rotating components of a machine.
 - Ensure that all expelled particulate is free of ignition source like sparks or excess heat.
- Do not make adjustments while machines are running. Turn machines off to make adjustments.
- Ensure bag and filter is in place before starting machine
- If vacuum performance diminishes, machine stops working, makes excess noise or vibrates, it is time to replace the bag, empty the canister and/or clean the filter
- Turn vacuum off when not being used
- Ensure machines have been isolated from power sources before being cleaned, adjusted, maintained or repaired.
- Un-plug when not in use

3. POST-Operation:

- Switch off vacuum and unplug from wall
- If used on wet materials, empty canister immediately
- Ensure hoses, attachments and electrical cords are stored neatly
- Never carry or pull any power tool by its cord

4. Additional Notes:

Vacuum cleaners are not intended as a sole means of cleaning. Any material entering the vacuum must eventually be removed and disposed of. Please be respectful of the machine and those maintaining them by only using the vacuums on inert, non-toxic materials. Please contact technicians for any questions regarding the use and maintenance of the vacuums provided

Competent Persons (The following persons are authorised to operate, supervise and test students on the equipment/process).

Name:	Title:	Contact Details:
Chris Vandelaar	Student Shop Manager	CMLP 1301 x 80281
UMS Technicians	UMS Technicians	TEB Rm. 50 x 88836

This SOP does not necessarily cover all possible hazards associated with the machine and should be used in conjunction with other references It is designed to be used as an adjunct to teaching Safety Procedures and to act as a reminder to users prior to machine use

Date of last review:

Signature: