

LOCATION OF WORK:	WRITTEN BY:	APPROVED BY:	DATE:	LAST REVISION:
All Buildings	L. Carriere	Safety Committee	September 4, 2014	March 8, 2017

HAZARDS PRESENT	PERSONAL PROTECTION EQUIPMENT (PPE)	ADDITIONAL REQUIREMENTS
<ul style="list-style-type: none"> <li>• Eye injury – sawdust, flying debris</li> <li>• Eye Irritation</li> <li>• Dust inhalation</li> <li>• Noise</li> </ul>	<ul style="list-style-type: none"> <li>• Safety glasses</li> <li>• Protective footwear</li> <li>• Protective gloves</li> <li>• Hearing protection</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment Orientation</li> <li>• Approved Dust Mask (N95), may be required</li> </ul>

## SAFE WORK PROCEDURE

### PRE-OPERATIONAL SAFETY CHECKS:

1. Inspect required personal protective equipment and replace if required.
2. Ensure no slip/trip hazards are present in workspaces and walkways.
3. Make sure guards, if present, are installed and are working properly.
4. Faulty equipment must not be used. Immediately report suspect machinery.
5. Locate and ensure you are familiar with the operation of the ON/OFF starter.
6. Do not use equipment with open sources of ignition (Fire / Explosion Hazard)
7. Do not leave this equipment unattended while running
8. Do not vacuum anything that is burning or smoking, such as: matches, hot ashes.
9. Do not vacuum toxic materials.
10. Do not lift a vac that is heavy with liquid or debris.
11. Do not use blower for any job except blowing dirt and debris.
12. Do not direct air at bystanders.

### SAFE WORK PROCEDURE:

1. Put on all required personal protective equipment (PPE).
2. Determine if the vacuum will be used as a wet or dry vac and make all adjustments with POWER OFF.
3. Make sure the lid is in place, properly adjusted, and secured.
4. Select and securely attach appropriate accessory for the job
5. Securely connect hose to either vacuum or blower port.
6. Turn ON and perform operation.
7. Turn OFF when completed.
8. Drain or empty drum by rolling the vac to the garbage or drain. Remove the lid and using appropriate lifting techniques, empty the vac.
9. Clean the interior of the drum and replace the lid.
10. Return the vacuum to the appropriate storage location.
11. Store hoses and accessories with POWER OFF.

**HOUSEKEEPING:**

1. Ensure equipment is off.
2. Place all materials in their proper storage areas.
3. Ensure the equipment is safe, clean and tidy before you leave it.

**REGULATORY REQUIREMENTS**

- WS&H Act W210, Section 4, 5, 7, 7.1
- MB. Regulations 217/2006,
  - Part 2, Section 2.1 Safe Work Procedures
  - Part 6, Section 6.1 PPE
  - Part 8, Musculoskeletal Injuries
  - Part 12, Section 12.3, Hearing Protection
  - Part 16, Sections 16.1 – 16.18, Machine & Tool Safety
  - 35.0 WHMIS
  - 36.0 Chemical Biological Substances
- WS&H Act W210, Section 4, 5, 7, 7.1
- Operators Manual