

**SPECIAL INSTRUCTIONS:**

1. Wet & dry vacuum cleaners must only be connected to an outlet which is protected by an operating safety switch.
2. All manufacturers' operating procedures as specified in the operator's manual must be adhered to in the use of these machines.
3. **Do not use wet and dry vacuum cleaner to clean up flammable liquid spills or where flammable vapours are present.**
4. Full cloth filter or collection filter bag must be used when vacuuming fine particulates such as wood or coal ash, soot, cement, plaster or drywall dust.
5. Wet & dry vacuum cleaners must not be used to clean up asbestos waste unless specifically designed for use with hazardous particulates.

Sequence	Identified hazards	Key processes to be followed	Precautions / PPE required
1. General precautions	Electric shock	Electrical appliances used in an industrial or commercial environment must be tested by a competent person at prescribed intervals for the class of workplace where the appliance is used. Appliances must be only used on a circuit protected by a safety switch. Inspect appliance and leads daily or before use if used less than daily. Do not expose wet and dry vacuum cleaner to rain or water spray.	Do not use any appliance unless it has a current inspection tag fitted. Use portable safety switch if circuit is unprotected. Do not use damaged equipment.
2. Specific precautions	Over-exertion/strain injury Slips, trips and falls Electric shock	Larger wet and dry cleaners may present an over-exertion injury risk, more especially when tank is filled with water after use. Exercise care when working on wet floors. Extension and appliance leads will present trip hazard. Do not pull or carry unit by electric lead, or run the appliance over lead. Avoid pulling cord around sharp edges or corners. Keep electric lead away from heated surfaces.	Observe correct manual handling practices. Wear suitable <b>footwear</b> . <b>Prevent unauthorised entry</b> into unsafe areas.
3. Operation	Electric shock Damage to machine       Trips and falls Dust or objects in eyes	Do not handle plug or appliance with wet hands. Refer to manufacturers' operation manual for specific operating instructions for each particular brand and model of machine. Do not use a wet and dry vacuum cleaner for any other use than for which it was designed. Do not put any object into or block openings. Keep openings free from dust, lint, hair or anything that may reduce airflow. Do not pick up anything with cleaner that is burning or smouldering, such as cigarettes, matches or hot ashes and embers. Do not use machine without dust bag and filters in place. Turn off all controls before unplugging from power outlet. Exercise extra care when cleaning on stairs. Do not allow leads to remain on floor when work completed. Exhaust air from cleaner can blow dust and debris on floor into air in work area.	Dry hands before unplugging. Observe specific manufacturers' operating instructions.  Keep hair, loose clothing, fingers and all parts of body away from openings and moving parts.  <b>Prevent access</b> to work area.  <b>Eye protection</b> must be worn.

Sequence	Identified hazards	Key processes to be followed	Precautions / PPE required
4. Cleaning and maintenance	Electric shock Over-exertion/strain injury Damage to machine	Disconnect lead from power supply before removing tank cover. Isolate appliance from power before carrying out any work on the machine. Authorised persons only are to carry out work on electrical appliances. Exercise care when lifting machine on or off work bench for maintenance. Any work requiring special tools for disassembly must be referred to an authorised repairer.	Authorised persons only are to carry out appliance repair work. Empty tank before lifting. Refer to authorised repairer for technical or specialised repairs.

<p><b>PRECAUTIONS:</b> The following precautions are to be observed in areas where these procedures are carried out.</p>			
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