

## Safe Work Procedure: Swing Floor Machine

<b>Department</b>	<b>Approved by:</b>	<b>Date Created:</b>	<b>Review/Revised Date:</b>
Environmental Services	Regional Director of Support Services	2013/09	2017/06; 2022/06

Potential Hazards:	Personal protective equipment / devices required / other safety considerations
<p><i>Fill in those that apply:</i>  <b>Risk for injury: H=High M=Medium L=Low</b>  <b>M</b> Awkward/sustained postures (twisting)  <b>L</b> Forceful exertions (if lost control of machine)  <b>L</b> Repetitive movements (twisting)  <b>L</b> Vibration (increases with prolonged use)  <b>L</b> Surfaces causing falls  <b>L</b> Chemical contact (floor stripper)  <b>L</b> Electrical (run over power cord)</p>	<ul style="list-style-type: none"> <li>• Appropriate non-slip footwear</li> </ul>

### Training / Reference information

- SCHIPP Module 1 training
- Department Orientation
- WHMIS / SDS training

**Note:** Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

### Employers must ensure that workers are trained and follow this safe work procedure Steps to perform this task safely:

1. Check equipment for frayed wires, loose plugs or other damage. Do not use a damaged machine and notify your supervisor. Make sure plugs have 3 prongs.
2. Place out caution signs and barricades required in work area (s).
3. Adjust handle to hip height.
4. Ensure the appropriate pad is in good condition, clean and is seated correctly under the machine.
5. When using the floor machine, grip the handle with a light grip, control side to side direction by raising or lowering the handle slightly. Move your feet to move with the machine to avoid repetitive twisting or overreaching.
6. Before turning on the machine, ensure the power cord is behind you to avoid the risk of running over it. Do not secure the cord around any part of your body.
7. Turn off and unplug the machine before changing the pad.