

Safe Work Procedure: Vacuuming

Department	Approved by:	Date Created:	Review/Revised Date:
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> Risk for injury: H=High M=Medium L=Low M Awkward postures (bending, reaching) L Forceful exertions (moving furniture/equipment) M Repetitive movements L Electrical L Noise</p>	<ul style="list-style-type: none"> • Appropriate non-slip footwear

Training / Reference information

- SCHIPP Module 1 training
- Department Orientation

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. Before using, inspect the vacuum for any defects such as a damaged cord or switch.
2. Ensure the vacuum is turned off before plugging it in.
3. Assess if help is needed to move furniture or other heavy or large items.
4. When using a vacuum, take steps with the vacuum wand rather than repetitively bending and reaching with the vacuum handle. Go on one knee or squat to vacuum areas under furniture.
5. Put out a wet floor sign to cover the cord running across the hallway.
6. Bend your knees rather than your waist when emptying vacuum bags or canisters.