

SWMS Title:	Vacuuming Using Backpack Vacuum Cleaner	Description of Task / Activity:	Vacuuming of officers, sales floor and team member areas using a Backpack vacuum cleaner.
Partner Site:	All Partner Sites		
SWMS prepared by: Megan Simcock	Position: Regional HSE Manger CIMS	Date: 10/01/2024	SWMS reviewed by: Gavin Reiske
Authorisation:			
Authorised by: Operational Business Unit Manager or Delegate		Date: 10/01/2024	

Hierarchy of Control	Risk Matrix																																																										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #ffff00;"> <th colspan="6">RISK ASSESSMENT PROCESS</th> </tr> <tr style="background-color: #ffff00;"> <th colspan="2" style="text-align: center;">Step 1 Determine Probability</th> <th colspan="4" style="text-align: center;">Step 2</th> </tr> <tr style="background-color: #0070c0; color: white;"> <th colspan="2" rowspan="2">LIKELIHOOD</th> <th colspan="4" style="text-align: center;">CONSEQUENCE</th> </tr> <tr style="background-color: #0070c0; color: white;"> <th style="text-align: center;">PERSON</th> <th style="text-align: center;">ASSETS</th> <th colspan="2" style="text-align: center;">ENVIRONMENT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A</td> <td style="text-align: center;">Practically impossible</td> <td style="text-align: center;">1</td> <td style="text-align: center;">Minor Near Miss</td> <td style="text-align: center;">Under \$500 Damage and Minimal Productivity Disruption.</td> <td style="text-align: center;">No Damage</td> </tr> <tr> <td style="text-align: center;">B</td> <td style="text-align: center;">Not Likely to Occur</td> <td style="text-align: center;">2</td> <td style="text-align: center;">First Aid Treatment Injury</td> <td style="text-align: center;">\$500–1000 Damage and/or Slight Production Disruption.</td> <td style="text-align: center;">Minor Damage</td> </tr> <tr> <td style="text-align: center;">C</td> <td style="text-align: center;">Unusual but Possible</td> <td style="text-align: center;">3</td> <td style="text-align: center;">MTI or Short Term LTI</td> <td style="text-align: center;">\$1000–5000 Damage and/or Production Disruption.</td> <td style="text-align: center;">Reversible Damage</td> </tr> <tr> <td style="text-align: center;">D</td> <td style="text-align: center;">Quite Possible</td> <td style="text-align: center;">4</td> <td style="text-align: center;">Long Term LTI</td> <td style="text-align: center;">\$5000–10,000 Damage and/or Project Contingency Plan Required.</td> <td style="text-align: center;">Serious Damage</td> </tr> <tr> <td style="text-align: center;">E</td> <td style="text-align: center;">Almost Certain</td> <td style="text-align: center;">5</td> <td style="text-align: center;">Fatality, Permanent Disability</td> <td style="text-align: center;">More than \$10,000 Damage and/or Large Reorganisation of Project.</td> <td style="text-align: center;">Major Damage</td> </tr> </tbody> </table>					RISK ASSESSMENT PROCESS						Step 1 Determine Probability		Step 2				LIKELIHOOD		CONSEQUENCE				PERSON	ASSETS	ENVIRONMENT		A	Practically impossible	1	Minor Near Miss	Under \$500 Damage and Minimal Productivity Disruption.	No Damage	B	Not Likely to Occur	2	First Aid Treatment Injury	\$500–1000 Damage and/or Slight Production Disruption.	Minor Damage	C	Unusual but Possible	3	MTI or Short Term LTI	\$1000–5000 Damage and/or Production Disruption.	Reversible Damage	D	Quite Possible	4	Long Term LTI	\$5000–10,000 Damage and/or Project Contingency Plan Required.	Serious Damage	E	Almost Certain	5	Fatality, Permanent Disability	More than \$10,000 Damage and/or Large Reorganisation of Project.	Major Damage		
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Required PPE (Personal Protective Equipment)									
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1. Hazard / Hazardous Event	2. Current Controls
Preparation/Prestart - General	<ul style="list-style-type: none"> • Only cleaners who have been made aware of the hazards associated with backpack vacuum use and have been shown how to correctly fit and wear the backpack vacuum cleaner are to carry out these tasks. • Cleaners are to review and familiarise themselves with the operator’s manual, safe operating procedures, and the operator controls of the backpack vacuum cleaner they are using, prior to use.
Preparation/Prestart - Electrical Hazard	<ul style="list-style-type: none"> • If using vacuum with electrical cord, unwind the electrical cord from vacuum, checking that it is in good condition with no damage, (no exposed wires/ broken insulation). Never use a vacuum that has a damaged power cord or plug. Attach an out of service tag and report faulty vacuum. • If using battery powered vacuum, ensure batteries are fully charged. Refer to operators manual for information on battery charge indicator. Turn off battery charger at power supply and remove batteries from charger. • Check electrical test and tag has not expired. Don’t use any electrical equipment that doesn't have a test tag or where the test date has expired. • Visually inspect the Vacuum to ensure that there is no physical damage. Never use a vacuum that has damage to the vacuum unit. Attach an out of service tag and report damage. • If using battery powered vacuum, insert batteries in to vacuum. Batteries should insert easily in to vacuum battery slots and clip in to place. Seek assistance if batteries do not fit or clip in to place. Never force a battery into the Vacuum or the charger. • Turn the vacuum on to ensure that it is operating correctly and there are no unfamiliar sounds. Turn off vacuum again. Never use a vacuum that is making unfamiliar sounds or not working as expected. Attach an out of service tag and report faulty vacuum cleaners. • Use backpack vacuums to clean dry areas only. Do not use a vacuum cleaner in wet areas or to pick up water or liquids.
Preparation/Prestart - Slip, Trip and Fall Hazard	<ul style="list-style-type: none"> • If using vacuum with electrical cord, layout the power cord so it is not a trip hazard for other people. Avoid laying power cords across walkways or stairs and lay cords close to walls so they are not a trip hazard.

<p>Preparation/Prestart - Manual Handling</p>	<ul style="list-style-type: none"> • When picking the vacuum up from the floor or a shelf, ensure that the vacuum is close to your body, and you are not reaching across other objects while lifting the vacuum up. • Place the vacuum on a table or bench, ensuring the vacuum power switch is off. • If using vacuum with electrical cord, connect the lead to the power point and turn on at power point. • Put on the vacuum by sliding arms in the shoulder straps and picking up the vacuum. Do up the waist strap and adjust to a firm fit, so the strap is not loose around the waist. Adjust harness and shoulder straps to suit. Do up chest strap. Seek assistance where required in adjusting the straps.
<p>Vacuuming floors - Slips, Trips and Falls</p>	<ul style="list-style-type: none"> • If using vacuum with electrical cord, commence vacuuming walking in a forward motion away from the power point, trailing the power cord behind. • If using vacuum with electrical cord, be aware of the lead and where possible plug cord in to power outlet in room you are cleaning. Never pull on the power cord if it becomes tight, walk back, and untangle cord. • Use handrails while climbing, descending, or working on stairs. Vacuum stairs and landings while moving up the stairs. Don't vacuum near unprotected edges. • If using vacuum with electrical cord, at the completion of vacuuming an area, turn off power at the vacuum, turn off power at power point and remove power cord from power point and move to the next area to be vacuumed.
<p>Vacuuming floors - Manual Handling</p>	<ul style="list-style-type: none"> • Vacuum with smooth strokes, not a vigorous scrubbing action. Don't bend or twist to vacuum under objects. • Move light objects that are easily moved and vacuum around heavy objects, seek assistance where heavy objects are required to be moved. • Do not perform vacuuming operation for extended periods without intervals of alternative tasks.
<p>Shutdown and Stowing - Manual Handling</p>	<ul style="list-style-type: none"> • At the completion of vacuuming the area, remove the vacuum from your back by resting the unit on a bench or table, removing the waist strap and the shoulder straps. • If using vacuum with electrical cord, turn the power off at the power point and unplug the vacuum. Neatly wind up the power cord into the vacuum. • Place the unit back on the hook, shelf or ground ensuring that the unit is as close to the body as possible, and you are not reaching over other objects to stow the unit.

<p>Charging Batteries – Electrical Hazard</p>	<ul style="list-style-type: none"> • Before charging batteries check battery charger leads are in good condition with no broken cables or exposed insulation or wires. Do not use battery charges that have broken or damaged wires, leads or plugs. • Check electrical test and tag on battery charger lead, has not expired. Don't use any electrical equipment that doesn't have a test tag or where the test date has expired. • Remove batteries from vacuum and insert into battery charger. Batteries should insert easily into battery charger slots and clip into place. Only charger batteries with the charger supplied by the manufacturer. • Ensure the batteries are charging correctly before leaving the batteries on charge. Report all faulty batteries or battery charges. Do not leave batteries on charge if charger or batteries are not charging correctly. Refer to operators manual for information on charging batteries.
<p>Cleaning and Maintenance - Dust Hazard</p>	<ul style="list-style-type: none"> • Place vacuum paper dust bag into rubbish bin lined with rubbish bag. Wipe the unit clean and refit a new paper dust bag.
<p>Cleaning of biological waste and bodily fluids – including exposure to animal faeces, vomit, human faeces, blood</p>	<ul style="list-style-type: none"> • Vacuum cleaners are not to be used to clean up biological waste or bodily fluids. • Refer to the following SWMS located on the Thinksafe QR code: <ul style="list-style-type: none"> ○ SWMS-701 Mopping & Spot Mopping of Floors ○ SWMS-707 Cleaning, Wiping, Dusting Above Shoulder Height ○ SWMS-708 Cleaning, Wiping, Dusting Below Shoulder Height ○ SWMS-709 Cleaning Windows Glass and Mirrors ○ SWMS-710 Cleaning Toilets, Urinals & Basins
<p>3. Additional Information</p>	
<ul style="list-style-type: none"> • For Additional Information contact the HSE Team. 	
<p>4. Activity Risk Rating:</p>	<p>Medium (B3)</p>