

Skills Guide 1: Vacuuming Hard/Soft Surfaces



You must read and sign understanding of all related SWMS:

- 803 – Vacuuming using a PACVAC Vacuum cleaner



What Good Looks Like:

Maintaining a clean and tidy work environment is a critical part of our operations.

We focus on the tasks required to deliver the best outcome and carry out these tasks to the best of our ability.

Why Is This Important:

We look after our Customer and our Teams by maintaining a clean and safe workplace.

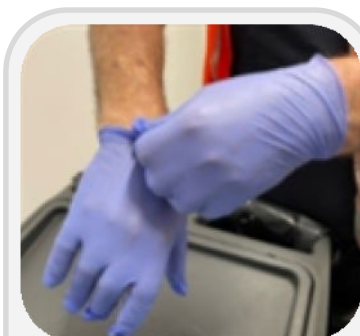
We achieve this by always being responsive and working safely.

Equipment Required For The Task:

✓ Disposable Gloves

✓ Vacuum

✓ Crevice Tool



Always wear disposable gloves when carrying out cleaning activities.



Always inspect the equipment for in-date test & tag. If out of date, notify Supervisor.



When using a vacuum, ensure that it is correctly fitted to your back to avoid any movement of the machine.



When vacuuming, ensure you vacuum in an overlapping motion, starting in one area and making your way around the site.



Once completed ensure to empty vacuum by lifting the metal clasps & emptying all contents into designated bin(s). Clean vacuum after each use ready for the next use.



Return equipment back to its storage position & ensure batteries are put on the charger.

Tips & Tricks:

- Always use vacuum correctly, must be positioned on your back. Do not use by carrying in one hand.
- To preserve the battery, do not use on high unless required.
- When vacuuming, ensure to carry the crevice tool and swap out when near windows/door tracks to complete in one motion.