



SAFE WORK PROCEDURE
VACUUMING (HOUSEKEEPING) (Job Title)

This task may only be performed by trained personnel

Department: Housekeeping	Written By: Jane Doe	Approved By: John Doe	Date Created: Jan 01/08	Date of Last Revision: Jan01/09
Hazards Present: Trip/fall, repetitive motion, dust inhalation, muscle strains.		Personal Protective Equipment (PPE) or Devices Required: Closed toed shoes Step Stool Vacuum		Additional Training Requirements: Safe Manual Handling Procedures First Aid Training
Safe Work Procedure:				
<ol style="list-style-type: none"> 1. Use a lightweight vacuum with swivel wheels. 2. Keep elbows at or near your body to minimize shoulder movement. 3. Avoid movements where the elbows are behind your body. 4. Move light furniture out of the way to make a clear path for yourself and the vacuum. 5. Stand upright and avoid bending forward or reaching forward. 6. Keep your wrist and hand level with your forearm. 7. Move your legs not your back, just “walk” the vacuum cleaner around a room to reduce repetitive motion. 8. Ensure when changing or emptying the vacuum cleaner bag that it does not rip or tear upon removal. 9. Look the opposite way when removing the vacuum cleaner bag in case dust particles escape. 10. Change or empty the vacuum cleaner bag frequently – a full bag can add 10-20 pounds to the overall weight of the bag. 11. Ensure when you're vacuuming a ledge or elevated surface you use the proper vacuum attachment and use a step stool where necessary. 12. Avoid overreaching. 13. Adjust the location of your grip on the vacuum cleaner wand so that your hands are level with your forearm. 				
Guidance Documents/ Standards / Applicable Legislation / Other:				
Section 43(1) Right to Refuse Dangerous Work Manitoba Workplace Safety and Health Act W210 Part 2.1 Safe Work Procedures Manitoba Workplace Safety and Health Regulation MR217/2006			<i>This Safe Work Procedure will be reviewed any time the task, equipment, or materials change and at a minimum every three years.</i>	

All procedures obtained from operator manuals or other samples must be thoroughly reviewed to ensure they are accurate for your workplace and your jobs!