

Job Safety Analysis

Task:

Vacuuming

T005

4/7/20

Group/Department:

Custodial

Reviewed By:

D Vanderleest

LN#	Task	Hazard	Control
1	Move obstacles from designated area.	Heavy manual lifting/moving Housekeeping	Move all obstacles such as chairs, bags, large debris, small equipment etc. out of designated area prior to vacuuming. Utilize Safety In Motion training. Be aware of any liquid spills in the area. Do not vacuum over wet areas.
2	Vacuum designated area	Floor equipment (vacuums, buffers, sweepers), Inadequate lighting Noise (Sound Pressure Level), dB Poor Housekeeping Repetitive motion or other ergonomic concerns	Turn on vacuum using dry hands to prevent electrical shock. Vacuum designated area utilizing Safety In Motion training. Switch hands often to avoid fatigue. Don't over extend your reach.
3	Put on Personal Protective equipment	Airborne dust Noise (Sound Pressure Level), dBA	The required PPE for this task are safety glasses and hearing protection (earplugs or ear muffs). Inspect all PPE to ensure that it is in good working condition and that it fits correctly.
4	Turn off and unplug vacuum	Airborne dust. Electrical equipment (transformers, switching gear, breakers, high voltage lines)	Make sure hands are dry. Turn off vacuum cleaner. Unplug vacuum cleaner from electrical outlet. Do not yank on cord. Inspect plug-in cord for any cracks, frayed edges or exposed wiring. If discovered remove vacuum from service and report to supervisor. Empty debris receptacle into appropriate trash receptacle. Roll cord up on vacuum. Put vacuum in

Required Equipment:

Non-Slip Shoes, Rubber Gloves

Required Training:

SAFESCHOOLS - Electrical Safety
SAFESCHOOLS - General Safety Orientation
SAFESCHOOLS - Back Injury and Lifting

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			designated storage area.
5	Check vacuum debris container	Airborne dust	Check vacuum debris container. If container has any debris inside, empty the container into an appropriate trash receptacle. Use dust mask when necessary.
6	Plug in power cord	Electrical equipment (transformers, switching gear, breakers, high voltage lines)	Inspect power cord for any cracks, fraying or exposed wiring. Inspect electrical outlet for exposed wired or cracked outlet casing. If power cord or electrical outlet are damaged in any way DO NOT USE!! Report to supervisor immediately

Required Equipment:

Non-Slip Shoes, Rubber Gloves

Required Training:

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