



**METHOD STATEMENT: MS036**

**Task description: Suction cleaning using a battery operated back pack vacuum cleaner**

**Equipment**

Back pack vacuum cleaner, hose and floor tools

Battery charging unit

Batteries

**PPE**

None

**Safety**

Battery operated vacuum are not to be used in wet areas

Correct wear and support straps should be used when using the vacuum.

Manual handling technique and practise should be applied when using the vacuum i.e. no overstretching, correct lifting technique.

If you require assistance to put the equipment on without overstretching, please ask a colleague.

Battery charging points are connected to main electricity, and should be handled accordingly.

Battery charging units should not be plugged in in wet areas

Battery charging units should not be plugged in near highly combustible or flammable items.

Battery charging units should not be plugged in for charging and left unsupervised due to their increased fire risk. i.e. should only be charging during working hours.

Any damage to batteries or unit should be reported immediately and equipment or batteries should not be touched or used. i.e. leaking battery acid, bent elements, wires showing etc

### **Procedure**

*In preparation of wearing the machine, follow these simple principles:*

Rotate the dome lid to suit left or right-handed vacuuming.

Loosen the length of the shoulder straps as required.

Lift the backpack by one shoulder strap and slide your free arm into the other strap.

Tighten the hip-band by crossing one side over the other. The machine should rest comfortably on your hips.

Pull down on the shoulder straps until you feel it's a comfortable fit, resting snugly against your back.

Adjust the position of the chest strap to suit and close to secure.

Adjust the length of the hose and floor tool to ensure the your back remains straight. Your knees should be slightly loose/ bent and feet should be moving forwards and backwards to the area of vacuuming to avoid over bending or stretching and reduce repetitive movement of the arms/ shoulders.
