



Standard Operating Procedures

Use of Kaivac NoTouch Cleaning Systems (1250, 1750, 2150)

PPE: Non-slip fully enclosed shoes, rubber gloves.

Version: 180323-1

Job Steps:	Guidelines
<ol style="list-style-type: none"> 1. Be aware of the Site Risk Control Plan and the Site Environmental Management Plan for safety and environmental controls and reporting for this activity. 2. Remove any object that obstructs the cleaning process. 3. Remove any light litter. 4. If required, open all windows and doors for optimal ventilation. 5. Fill machine using attached fill hose 6. Inspect machine for damage that may affect safety or operation 7. Ensure the power lead remains behind the machine so it does not get tangled in the machine and / or hoses. 8. Apply cleaning solution to washroom starting at the back and working toward the door. 9. Agitate floors as required. 10. Pressure rinse all surfaces on which cleaning solution has been applied, pushing all contaminants to the floor. Press trigger to release any remaining pressure in the system. 11. Vacuum extract all debris and water ensuring entire floor is left dry. 12. Turn off the power supply and disconnect cords and hoses. Roll up and store hoses correctly. Roll up and store the electrical cable correctly. Disconnect the handgun and store in the accessory point. 13. Finish one washroom before moving to the next. 14. Dispose of grey water at approved disposal points. Follow the daily maintenance and cleaning instructions as advised by the manufacturer. 15. Replace furniture / bins and close windows. 16. Return chemicals, materials and equipment to the storage area. Always leave the unit clean and tidy. 	<ul style="list-style-type: none"> - For the safe collection of materials and equipment from the storage area refer to the SWMS regarding use of storage area. Refer to the chemical SDS and/or equipment manual before taking or removing chemicals/equipment from the storage area. Check the equipment for visible damage. - For hazards which cannot be removed, work safely around them. Only move furniture if required to do so. When lifting and moving any item or while undertaking cleaning apply manual handling techniques: bend your knees while lifting, maintain a straight back, and avoid excessive repetition. When moving furniture and where not damage can be caused, slide rather than lift, work in pairs for heavy items, and where lifting is unavoidable, keep back straight and bend knees. - If you are working in an area occupied by client staff advise them of your presence before starting. Display warning signs and barricade to warn people of the hazard, and keep the signage displayed until the floor is completely dry. - Only use equipment that is appropriate for the task, and if you have been trained in its use. Before commencing work, check that all equipment is in good working order and if the equipment is electrical that either a portable RCD is available to use or is already attached to the electrical cord. If the RCD trips, cease using the equipment and consult your supervisor. - Check for sharps and dispose of these using a mechanical hand device or tongs into an approved sharps container. - If the machine has an electrical power cord, use the power point nearest to the work area, and minimise the amount of time cables are across common walkways. Ensure cables are not stretched. Switch the machine off before connecting or disconnecting power, do not leave the machine unattended whilst still running. Remove cables from wall power points by holding the plug at the wall power point and do not pull the cable itself or run over the top of the electrical cable whilst using the machine. - Turn the machine off if there is a burning smell, unusual noises, or machine is excessively labouring and report to your supervisor/manager. - For the safe return of materials and equipment to the storage area refer to the SWMS regarding use of storage area.



Safe Work Method Statement Use of Kaivac NoTouch Cleaning Systems (1250, 1750, 2150)

PPE: Non-slip fully enclosed shoes, rubber gloves, safety glasses

Version: 180202-1

Hazard	Risk	Safety Control	Risk rating after control
Uneven Surfaces Holes Wet Surfaces	Slip/Trip/Fall	<ul style="list-style-type: none"> - Induction and ongoing training. - Identify any major slip/trip/fall hazards on site. Remove if practical otherwise work safely around it. - Ensure work area is clear and place safety signage to warn bystanders of danger. - Wear appropriate PPE including non-slip enclosed shoes. - Look out for potential new hazards and complete hazard identification form if any new hazards identified. - Always use designated pathways/walkways. 	Low
Manual Handling Issues	Manual handling injuries	<ul style="list-style-type: none"> - Train workers in manual handling and safe work procedures. - Avoid sustained awkward postures. - Do not move items too heavy to move safely. Use 2 person lift or mechanical aids (e.g. trolley) if required. - Wear appropriate footwear and gloves if required. - Write up or reproduce and make available safe work procedures for collection and disposal of sharps. 	Low
Mechanical Failure	Bodily injuries from mechanical failures	<ul style="list-style-type: none"> - Induction and ongoing training. - Ensure work area is clear and place safety signage to warn bystanders of danger. - Train workers on manufacturer's instruction manual. - Ensure electrical safety is checked, test and tag is current and machine has been serviced as per manufacturer's instructions. - Switch machine off prior to touching or inspecting moving parts. 	Low
Chemical Hazard	Burns, skin and eye irritation	<ul style="list-style-type: none"> - Induction and ongoing training. - Ensure there is appropriate signage and restricted access to chemicals. - All hazardous chemicals to be labelled correctly. - Wear appropriate PPE, including rubber gloves and safety glasses when decanting concentrated product. - Training in use of Safety Data Sheets (SDS) and spillage control. 	Low
Electrical Equipment	Injuries sustained from faulty / damaged equipment	<ul style="list-style-type: none"> - Induction and ongoing training including operation of NoTouch Cleaning machine. - Inspect equipment and cable for any damage prior to use and check test and tag is current. Do NOT use if machine or cords are damaged or require maintenance. Check hoses for splits/damage regularly. - Ensure electrical supply is protected by a portable or fixed RCD. 	Low