



## Safe Work Practice (SWP)

Name of Task <b>Floor Polisher</b>	
Department/Unit: Custodial	
Personal Protective Equipment or other required equipment and safety considerations: Eye Protection, CSA Approved Safety Footwear, and hearing protection. No gloves or loose fitting clothing to be worn.	
Hazards: - Slipping, Tripping, Falling, and Electric Shock.	
Required Training:	Hands on training with instruction for proper safety procedures.
Steps to be taken to complete task safely:	
1	<b>Pre-Operational Safety Checks:</b> <ul style="list-style-type: none"><li>• Unwind electrical cord fully and check for any cuts, tears.</li><li>• Check to ensure plug has ground</li><li>• Inspect required personal protective equipment and replace if required.</li></ul>
2	<b>Prohibited Activities:</b> <ul style="list-style-type: none"><li>• Do not store this machine with brush or pad holder attached.</li><li>• Do not leave this equipment unattended.</li><li>• Do not place the cord on shoulder or around neck.</li></ul>
3	Put on all required personal protective equipment.
4	Tilt machine back using handle.
5	Fit interlock brush or pad holder over clover leaf connection turn to lock in place. <b>CAUTION:</b> Lay machine on side to fit interlock brush and pad holder. Do not attempt to install while machine is in upright position.
6	Attach scrubbing pad to bottom of machine.
7	Pull up the handle release lever to adjust the machine operating handle.
8	Move the operating handle downward until your arms are almost straight.
9	Push the handle release lever down to lock the machine operating handle in place.
10	Plug electrical cord into outlet. <b>WARNING:</b> Be prepared to control this machine as soon as the motor starts.
11	To start machine hold the operator hand grips firmly, push safety lock buttons and compress the switch levers.
12	When the switch levers are released, the machine shuts off immediately. <b>CAUTION:</b> Immediately start moving machine back and forth. Keep the machine moving while the motor is running to avoid damaging the floor or carpet.
13	Place the operator handle in the upright position and unplug power cord.
14	<b>Post-Operational Safety Checks:</b> <ul style="list-style-type: none"><li>• Wrap the power cord around the operator handle grips and cord hook.</li><li>• Remove the pad holder or the brush from machine.</li><li>• Wipe the cord with a damp rag before wrapping it around operator handle.</li><li>• Wipe handle and machine with a damp rag before storing it.</li><li>• Wipe the underside of brush housing if being used for wet work.</li><li>• Store machine in a clean, dry place with the operator handle in the upright position.</li><li>• Ensure the equipment is safe, clean and tidy before you leave it.</li></ul>

*Any document appearing in paper form is uncontrolled and must be compared to the electronic version.*

***If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure. Report any hazardous situation to your instructor/supervisor immediately.***

**Responsibilities, Completion and Review**

*Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.*

**Completed by and Date:**

**Approved by:**

**Last Reviewed/Revised by and Date:**

**Note:** This task will be monitored periodically to ensure compliance and effectiveness.