

 <b>BRANDON UNIVERSITY</b>  <b>Safe Work Procedure</b>	<b>Physical Plant</b> <b>Safe Use of Carpet</b> <b>Extractor</b>	<b>Approved by:</b> Michael McCormick <b>Author:</b> Michelle Augustyn <b>Reviewed by:</b> WSH Committee Member
Version 1.0 PP-SWP-BSW-019	<b>First Approved: May 2016</b> <b>Revised: March 2023</b>	<b>Update by: March 2026</b>

Potential Hazards:			
H	M	L	Risk for Injury
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Awkward / sustained postures
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Biological pathogens
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Chemicals
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Combustibles / flammables
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Electrical hazards
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Extreme heat / cold
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forceful exertions
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Material falling
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moving machinery / parts
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Noise
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pinch points
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Repetitive motions
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sharp points / edges
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Skin compression
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Surfaces causing falls
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic – Vehicle or pedestrian
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Two Person Job
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vibration
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Violence / Psychological Hazard
			Other - _____

**Risks:** Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your manager or supervisor immediately.


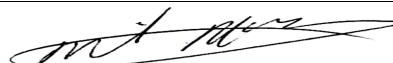
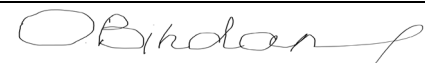
Equipment/Devices or PPE Required:
<input type="checkbox"/> Head Protection <input type="checkbox"/> Body Protection <input checked="" type="checkbox"/> Eye Protection <input type="checkbox"/> Hand Protection <input type="checkbox"/> Ear Protection <input checked="" type="checkbox"/> Foot Protection <input type="checkbox"/> Face Protection <input type="checkbox"/> High Visibility Wear <input checked="" type="checkbox"/> Other Protection Dust Mask if required CSA approved safety eyewear; latex gloves; CSA approved footwear; CSA approved hearing protection
Required Training:
<input type="checkbox"/> WHMIS <input type="checkbox"/> Task performed and reviewed by competent person <input type="checkbox"/> other associated BSW SWPs
<p>All employees shall be trained on required Safe Work Procedures (SWP) until competent. This will include a review of SWP documentation and hands-on training as required. Employees are responsible for performing the task in accordance with training, established health and safety regulations/guidelines, policies, and procedures. Managers, supervisors, or delegates will ensure all duties are performed in accordance with training, established health and safety regulations/guidelines, policies, and procedures.</p>

<b>NOTE: Additional Potential Hazards</b>
Only use cleaning products and equipment provided by the Physical Plant. Do not leave equipment running and/or unattended. Do not wear gloves when operating this unit as there is a potential entanglement risk.

**Steps to Perform This Task Safely:**

	Instructions	Photo
Pre-use	Inspect and don all required PPE. Set up wet floor signs / demarcation as needed. Ensure no children allowed in working area.	
1.	Use clean water.	
2.	Turn on vacuum, brush, and pump.	
3.	Extract solution by walking backwards, keeping track of where the cord is at all times so as not to trip over it.	
4.	Once carpet is done, empty dirty water from recovery tank. Don goggles and gloves at this time.	
5.	Clean out machine with clean water to make sure nozzles are not plugged.	
6.	Ensure equipment is clean, tidy, and stored properly.	
7.	Place all materials in their proper storage areas.	
<b>NOTE:</b>		
<b>Prohibited activities</b>		

If an emergency situation or equipment malfunction occurs while using the equipment, shut the unit off immediately and report to your supervisor. Report any hazardous situation to your supervisor / WSH Advisor.

Author:	Approved By: Michael McCormick	Reviewed By: WSH Committee
		

RELATED MATERIAL – Manufacturers Instructions

REFERENCES - WSH Act/Regulations -  
[https://www.gov.mb.ca/labour/safety/pdf/whs\\_workplace\\_safety\\_act\\_and\\_regs.pdf](https://www.gov.mb.ca/labour/safety/pdf/whs_workplace_safety_act_and_regs.pdf)