

 <b>BRANDON UNIVERSITY</b>  <b>Safe Work Procedure</b>	<b>Physical Plant</b>  <b>Safe Use of High-Speed Polisher</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-021	<b>First Approved: August 2017</b> <b>Reviewed on: 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vibration
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Violence / Psychological Hazard
Other - _____			
<p><b>Risks:</b> 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.</p>			

Equipment/Devices or PPE Required:	
<input type="checkbox"/> Head Protection	<input type="checkbox"/> Body Protection
<input checked="" type="checkbox"/> Eye Protection	<input checked="" 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 checked="" type="checkbox"/> Task performed and reviewed by competent person	
<input checked="" type="checkbox"/> other associated BSW SWPs	

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:</b> Additional Potential Hazards</p> <p>Only use cleaning products and equipment provided by the Physical Plant.  Do not leave equipment unattended.</p>
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### Steps to Perform This Task Safely:

Instructions	Photo	
Pre-use	Inspect and don all required PPE.	
Pre-use	Unwind cord fully and check for any cuts, tears.	
Pre-use	Check to ensure plug has a ground prong.	
1.	Unwind electrical cord completely.	
2.	Tilt machine back using handle.	
3.	Fit instalock brush or pad holder over clover leaf connection turn to lock in place.	
CAUTION:	Lay machine on side to fit instalock brush and pad holder. Do not attempt to install while machine is in upright position and while the cord is plugged in.	
4.	Attach scrubbing pad to bottom of machine.	
5.	Pull up the handle release lever to adjust the machine operating handle.	
6.	Move the operating handle downward until your arms are almost straight.	
7.	Push the handle release lever down to lock the machine operating handle in place.	
8.	Plug electrical cord into outlet.	
WARNING:	Be prepared to control this machine as soon as the motor starts. Just a slight up or down movement of handle will make the machine move from side to side. Raise handle to go right. Lower the handle to go left.	
9.	To start machine, hold the operator hand grips firmly, push safety lock buttons, and compress the switch levers.	
10.	When the switch levers are released, the machine shuts off immediately.	
CAUTION:	Immediately start moving machine back and forth. Keep the machine moving while the motor is running to avoid damaging the floor or carpet.	
11.	Place the operator handle in the upright position and unplug power cord.	
12.	Wrap the power cord around the operator handle grips and cord hook.	
13.	Remove the pad holder or the brush from machine.	
14.	If the function is present, start operating the machine on “low” speed.	
15.	<p>When polishing is complete:</p> <ul style="list-style-type: none"> <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>	

<b>NOTE:</b>	Do not store this machine with brush or pad holder attached. Do not leave this equipment unattended. Do not place the cord on your shoulder or around your neck.	
<b>Prohibited activities</b>	<b>No ear buds / music or listening devices can be worn when operating equipment.</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)