

Safe System of Work

OPERATING AND SAFETY INSTRUCTIONS PORTABLE DUST HOOVERS

Name: Training Date:.....

	Instruction	Understood ✓ or X
1	Explained that safety equipment must be used at all times and why - goggles, ear protection and dust extraction must be provided and used.	
2	Explained which tools the Hoover is mainly used for (small portable tools).	
3	Explained how to inspect the Hoover for contamination. ie dust in the filter/ main bag compartment.	
4	Explained how to change the Hoover bag without creating a dusty environment.	
5	Explained how to use the different functions; Normal hoovering. Using with power tool attachment. Setting the filter self-cleaning timer.	
6	Explained when cleaning the Hoover to use another Hoover or dust extraction to do so, and never to use air or a brush to do this.	
7	Explained what maintenance checks can be done to keep the Hoover in good working order.	
8	Explained Hoover must be unplugged when carrying out any maintenance.	
9	Explained that full Hoover bags must be sealed inside a black bin bag before disposing of to prevent dust exposure.	
10	Explained that any defects are to be reported immediately to your immediate team leader/ supervisor	
11	Explained that only trained personnel use this machinery unless being fully supervised for training purposes.	

I have received the above training and fully understand every point that was explained to me. I confirm that I will wear the required PPE equipment when using the above machinery and take all steps to ensure my own safety. I will ask for further training if I need to and will immediately inform the Supervisor or Manager if there are any issues with the machinery.

Name:

Signed: Date:.....

I confirm that I have trained the aforementioned person and that they fully understand how to use the above machinery, have received the required PPE equipment and know to inform me immediately of any issues with the machinery or if they require further training. I authorise this person to use the machinery detailed above.

Name:(Authorised Trainer)

Signed Date: