For guidance on managing construction health risks go to
www.hse.gov.uk/construction

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0802 Safety Guidance
DRY
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Dry Vacuum Cleaner

The rules and procedures in force where people are at work may require the person responsible for this equipment to carry out a specific risk assessment.

It is important to read all of this leaflet BEFORE using the Dry Vacuum Cleaner

1. Electricity is dangerous and must always be used with great care.
2. This vacuum cleaner is designed to remove dust and debris from carpets, floors, upholstery and similar places.
3. The action of this industrial vacuum cleaner can cause injury or damage if the equipment is not used in a careful and controlled way.
4. If you have not used an industrial vacuum cleaner before, familiarise yourself with how the equipment works before you start work.
5. Plan your work and think ahead to make sure you will always be working safely.
6. You should have at least the following items of protective equipment: rcd if using a 230 volt (mains) supply.
7. This equipment must not be used by minors, or by anyone under the influence of drugs or alcohol.
8. This vacuum cleaner is designed for operation by an able bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using it.

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Hire Association Europe
2450 Regents Court
The Crescent
Birmingham Business Park
Solihull B37 7YE

Telephone: 44 (0) 121 380 4600
Fax: 44 (0) 121 333 4109
Email: mail@hae.org.uk
website: www.hae.org.uk

Using the Dry Vacuum Cleaner

1. Do not use the cleaner without the bag fitted.
2. Switch off and unplug before emptying or changing the bag.
3. Do not empty the waste or bag onto a fire - it may explode.
4. Plan your route to avoid running over the cable.
5. If you think the cable may be cut or damaged in any way, switch off and unplug at the mains before inspecting it. If the cable attached to the vacuum cleaner is damaged, stop using the equipment. Contact the hire company. If an extension cable has been damaged, do not use it again.
6. Take care not to accidentally pull the plug from the socket.
7. Switch off and remove the plug from the socket before leaving the machine unattended.
8. If your equipment does not work properly do not attempt to repair it. Contact the hire company.
9. You may want to read this leaflet again. Please keep it until you finish work.

Please store this leaflet safely. It may be required for further information

v:012017

Useful Reference Points • www.hae.org.uk/businessguard

Before Starting Work...

WORK AREA

1. Do not use this vacuum cleaner where there is a danger of explosion. It will ignite fumes from petrol, or gas cylinders.
2. Make sure that the area is clear and safe and that no-one is near to you or could distract you. Keep children and animals well clear.
3. Do not use this cleaner in the rain or where it might get wet.

OPERATORS

1. Check your equipment, cables, plugs and all equipment. If anything is found damaged, do not use the vacuum cleaner - contact the hire company.
2. Check that the plug on your equipment matches your supply. Do not try to force connections or improvise them.
3. Equipment with a cylindrical yellow industrial plug fitted is designed to run off a special 110v supply. The hire company will have provided a portable transformer if you need to power the equipment from a normal mains 230v supply. If a portable transformer has been supplied, take care not to injure yourself when moving it about - it may be heavier than you think. Equipment designed to run directly from 230v mains will have either a normal square pin plug fitted, or a blue industrial plug.
4. This machine is not suitable for work involving asbestos or other hazardous materials.
5. Take care when cleaning up flammable dusts Like flour, starch and sawdust because it could form a highly flammable mixture in the bag.
6. Prolonged cleaning of fine dusts will clog up the filter bag and may cause overheating.
7. Do not use this vacuum cleaner to collect water or other liquids. Do not use it on anything that is damp or wet.
8. Check on how the on/off switch operates. Before you switch the vacuum cleaner on, you must know how to stop it.

ELECTRICAL SAFETY

Your machine will only operate on one voltage: it will be 110v or 230v. 110v machines will have a yellow industrial plug fitted. 230v machines will have either a normal square pin plug fitted, or a blue industrial plug. Read the instructions below for your machine.

110 VOLT MACHINES (YELLOW PLUG)

1. If you are using a portable transformer, plug the transformer directly into the 230v volt socket. Do not use any 230v extension cables.
2. If you need to use an extension cable, follow any special instructions, you should only use a suitably rated heavy duty 110v extension cable, not longer than 50 metres (160 feet). You must only use an extension cable between the transformer and the machine.
3. Lay the extension cable out carefully avoiding liquids, sharp edges, doorways or windows where it might be trapped, and places where vehicles might run over it. Unroll it fully or it will overheat and could catch fire.
4. Make sure that any extension cable connections are dry and safe.

230 VOLT MACHINES (SQUARE PIN OR BLUE PLUG)

1. Use a residual current device ("rcd") plugged directly in to the 230volt socket. Plug your machine into the rcd. This will help to protect you against electric shock if the cable or machine get damaged.
2. Use the "TEST" button to check that the rcd is working each time you use it. Reset the rcd according to the instructions supplied with it.
3. If you need an extension cable, follow any special instructions given by the hire company. If the hire company have not given any special instructions, you should only use a suitably rated heavy duty one, not longer than 50 metres (160 feet). Plug it directly into the rcd.
4. Lay it out carefully avoiding liquids, sharp edges, doorways or windows where it might be trapped, and places where vehicles might run over it. Unroll it fully or it will overheat and could catch fire.
5. Make sure that any extension cable connections are dry and safe

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