

RISK ASSESSMENT/METHOD STATEMENT



Ultra Clean – Health & Safety

ULTRA004

Method Statement

1 Task Vacuum Cleaning

2 Equipment Warning Signs, gloves, waste sack, vacuum cleaner and attachments

3 Method

- a. Display caution signs
- b. Safety check vacuum cleaner
- c. Put on gloves
- d. Remove large items
- e. Using attachments vacuum corners and edges
- f. Commence vacuuming using overlapping passes. Work back towards socket
Ensure vacuum cable is behind you
- g. Vacuum under heavy furniture but move lighter items
- h. Collect all equipment on completion of task and store items in store cupboard
- j. Replace any furniture
- k. Check area is clean and tidy
- i. Remove caution signs