

RISK ASSESSMENT/METHOD STATEMENT



Ultra Clean – Health & Safety

ULTRA008

Method Statement

<b>1</b>	<b>Task</b>	Buffing
<b>2</b>	<b>Equipment</b>	Warning Signs, rotary machine, drive disc and appropriate pad
<b>3</b>	<b>Method</b>	

- a. Collect equipment
- b. Safety check vacuum cleaner
- c. Display caution signs
- d. Commencing at farthest point of the area, buff the area using overlapping passes
- e. Ensure that the cable is behind machine at all times.
- f. At intervals check the condition of pad and turn or replace as necessary.
- g. On completion of the task switch off and unplug machine
- h. If the rotary machine is not fitted with a vacuum attachment at the floor will require dust control mopping (see Safe Working Method ULTRA011)
- j. Return all equipment to store cupboard
- k. Clean, and check and store away all equipment
- l. Return to area, check condition and replace furniture.
- m. Remove caution signs