



## Safety Guidance

### Using the Floor Cleaner / Polisher

### Floor cleaner / polisher

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.

1. Safety equipment including non-slip safety shoes must be worn.
2. Machine should not be operated single-handed, use both hands at all times.
3. Lower handle towards you, both hands, depress press power switch.
4. Gently raising and lowering the handle during operation will allow machine to sweep from side to side to clean.
5. If fitted with solution tank, to release chemical, pull chemical release lever to dispense.
6. Keep check of power cable to ensure it does not become snagged, or a tripping-hazard, run over or stretched, or plug is not accidentally pulled from socket.
7. Ensure cable is kept clear of any sharp edges in the work area.
8. Before leaving machine unattended, switch off plus unplug.
9. When works are complete, empty remaining chemical from tank, partly refill with clean water and operate machine in a safe place so to flush out remaining chemical solution.
10. Ensure proper signage is visible, that area may be wet and slippery.
11. If equipment is not working properly, do not attempt repair, contact hire company.

Safety Guidance – *It is important that users of this equipment read this leaflet before using.*

1. Electricity can be dangerous and must always be used with great care.
2. Electricity and water can be a hazardous combination, due care must be taken when water or fluids are used, to keep these away from plugs, sockets, switches and electrical parts. Floor clean machine is designed only for cleaning, polishing and scrubbing hard floors, it might also help to clean some carpet surfaces, with correct brush fitted.
3. If misused the equipment may cause damage to property, use with care and attention.
4. If operator has not used equipment before, they should firstly, before starting the main task, familiarize themselves with equipment.
5. Basic PPE equipment, should be worn during operation. Machine should be used with safety RCD.
6. Equipment should not be used by minors or anyone under influence of drink or drugs.
7. Floor cleaner is designed for use by an able-bodied adult, those with either temporary or permanent disability should seek advice before using.



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# Before starting work...



## FLOOR CLEANER

1. Check the floor cleaning machine, cables, plugs and all other equipment if anything found to be damaged, do not use, firstly phone us 01236-782222 to report the issue.
2. Check plug on equipment matches the supply. DO NOT try to force connections.
3. Equipment with a cylindrical yellow plug is designed to run off, special 110v supply. A portable transformer can be provided if equipment is to be powered from 230v supply. If portable transformer has been supplied, take care, these can be heavy. Equipment designed to run from normal 230v mains will either offer, normal square-type plug Or a blue industrial plug.
4. 110v transformer may become hot during use, please ensure it is not left sitting on a carpet or other sensitive surface, it may cause a mark to appear.
5. Read instructions for cleaning chemicals.
6. Solution tank can be filled, either with, cold or warm water, NOT HOT water.
7. If control arm is adjustable, before operation, set to nominal height for working safely and comfortably. Make sure is locked into position.
8. Available is a range of different brushes, pads and chemicals, for different applications.
9. These include cleaning, scrubbing, polishing. Stripping existing floor finishes might also be possible, check.
10. With only DRY HANDS, touch plugs, sockets and electrical equipment.
11. SAFETY FIRST, check machine's on/off switch how it works.

## WORK AREA

1. Do not use machine where there is a danger of explosion. It will ignite fumes from petrol or gas cylinders.
2. Make sure area is clear and safe and that no-one is nearby, so work can begin without distraction.
3. Protect people from slippery floors or other hazards. Warn people to keep away and place warning signs.
4. Open door and windows to help aid floor area to dry.
5. Plan the work, find out where are electrical sockets, so works can be carried out effectively, without running over cable or causing a trip hazard.

## OPERATORS

1. The following items of personal Protective Equipment (PPE) are the minimum that should be worn. Particular jobs or environments might require higher level or protection.
2. Equipment may cause noise levels during operation, up to 87 dB (A) wear appropriate ear muffs or ear-plugs giving hearing protection, if machine is to be used continuously.
3. Waterproof gloves should be worn if cleaning or other chemicals are to be handled.
4. Non slip shoes should be worn.
5. Any person working nearby will also be required to wear appropriate level of protective clothing.

## ELECTRICAL SAFETY

The floor cleaner will only operate on one voltage, 110v or 230v. 110v equipment will have yellow industrial plug fitted. 230V equipment will have either, normal, square-pin plug, or blue industrial plug. Instructions below must be read before using the equipment.

## 110 VOLT MACHINES (YELLOW PLUG)

1. If portable transformer is being used, this can only be plugged Directly into 230V socket. Extending cable/multi sockets should never be used.
2. If extension cable is required, follow instructions given by hirer. If hirer has not given
3. Any special instructions, only a suitably rated, heavy-duty 110v extension cable should be used, this should not extend beyond 50M (180 feet) Extension cable must only be used between transformer and clean machine.
4. Extension cable **MUST** be laid out carefully, avoiding any liquids, sharp edges, doorways or windows to prevent snagging or places where it might be run over by vehicles. Extension cable **MUST** be fully uncoiled to prevent it overheating and catching fire.

## 230 VOLT MACHINES (SQUARE PIN OR BLUE PLUG)

1. A residual current device (RCD) should be used, plugged directly into 230V socket. The cleaner should be plugged into the RCD. This will help, protect against electric shocks if equipment, or its cable become damaged.
2. Test button should be used to check RCD is working each time, it is used, always reset RCD, according to its instructions.
3. If an extension cable is required, follow any special instructions, as provided by, hire co. If hire co has not provided any instructions, then only a suitably rated heavy duty extension cable should be used, not longer than 50 Metres (180 feet) it should plug directly into RCD.
4. The cable should be laid out, avoiding liquids, sharp edges, doorways or windows, where it might become trapped and places where cable could be run over by vehicles. Cable should be unrolled fully, or it will become overheated and potentially catch fire.
5. Ensure extension cables remain safe and dry.

