**This activity involves strong rotational forces.**

**USING A FLOOR BUFFER**

**DO NOT use the floor buffer unless you have been instructed in its safe use   
and operation and can use it competently.**

## Foot protectionwet floorPOTENTIAL HAZARDS

◼ Moving parts - rotation, force ◼ Awkward posture ◼ Repetition of movement

◼ Noise ◼ Vibration ◼ Duration of task

◼ Slip/trip/fall ◼ Back injury ◼ Abrasions

◼ Sprains/strains ◼ Electrocution/shock ◼ Slippery floor

◼ Exposure to chemicals ◼ Dust

#### PRE-OPERATIONAL SAFETY CHECKS

1. Conduct a pre-start inspection of the buffer and power cord/plug. Do not use if damaged.
2. Bend knees to lessen pressure on lower back when changing pads and moving machine.
3. Move the machine on its wheels.
4. Keep fingers away from attachment area and moving parts.
5. Adjust the handle to suit the user. The preferred height is the handle bar at lower groin level with arms near fully extended. Secure handle in required position.
6. Rotate tasks with team members to reduce fatigue.
7. Note the position of any electrical outlets or cords. Keep outlets dry and buffer clear of cord.
8. Visually inspect floor to be cleaned. Only clean floors in good condition as lifted coverings may cause the machine to catch. Do not clean damaged floor areas. Buff designated floor surfaces only. Older floors may contain asbestos and may be unsuited to buffing.
9. Do not use with flammable liquids or in combustible atmospheres.

**OPERATIONAL SAFETY CHECKS**

1. Place cleaning sign out. Be aware of any pedestrians.
2. Keep all shoe laces tied and clear of rotating pads. Secure any loose clothing/jewellery.
3. Wear proper footwear to prevent slipping. Use PVC gloves when handling chemicals.
4. Make sure you and the plug are clear of any water. Do not run over cord when using machine. Maintain some slack in the cord to avoid over stretching the cord and pulling it from the power socket, damaging the power point and/or the buffer machine plug.
5. Be aware of your surroundings. Make sure the path is clear before moving or using the machine.
6. On some buffers the on/off switch is also the activation switch, others have a separate switch. Make sure switch is in off position before turning power on.
7. Use the handle bar control to operate the machine. Machine is self-propelled.
8. Take a balanced stance before turning power on and ensure machine is level so it will not grab and spin. ALWAYS USE TWO HANDS to control buffer. Be aware that machine may have a jerking motion if not used properly.
9. Avoid reversing machine and walking in front of it.
10. Rotate or share large/long buffing tasks to prevent muscle fatigue from vibration, grip tension and shoulder/back loading.
11. Disconnect from power when unattended or changing pads. Take care to prevent fingers being sandwiched in fittings.
12. Make sure you, the plug and cord are clear of any water before turning machine off.

#### HOUSEKEEPING

◼ Remove cleaning pads after use. Dispose of in industrial bin; or rinse and allow to dry. Do not store machine resting on drive pad. Remove drive pad or store horizontally.

◼ Hoses and electrical leads should be coiled and tied for protection against damage and for ease of storage.   
All attachments should be removed and stored suitably e.g. on a shelf or in boxes.

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| **Date of last review** | **\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_** | **Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |