

Standard Operating Procedure

Buffing A Floor Using A Slow Burnisher

HAZARDS:

Operational Injury, back/shoulder strain and sprain. Assess the area to be dusted for any hazards – loose items – excess dust – electrical equipment and fittings

Note: Check equipment for any obvious defects or damage. Do not use a damaged machine and notify your supervisor

PURPOSE:

- To safely and effectively strip and reseal hard floor surfaces that require a protective sealer finish to be applied.
- To safely and effectively buff / polish hard floor surfaces.

EQUIPMENT / MATERIALS:

- Safety signs / barriers
- Drive plate and polyester buffing pad (red or green) or scrubbing brush
- Floor scraper
- Abrasive scourer pad
- Bucket and mop (as per colour coding requirements) or water sucking machine
- Cloth/disposable cloth/microfiber cloth (as per colour coding requirements)
- Banister brush and dust pan
- Personal protective equipment (gloves, gown/apron, protective eyewear, mask and head cover) as required.

PROCEDURE:

- Visually check surroundings of area before commencement of work
- Select and prepare the equipment for the procedure
- Install appropriate signage and barriers to maximise public safety during cleaning
- Wear personal protective equipment as appropriate for the procedure
- Apply the dust mop to the floor surface to gather and remove waste as per procedure
- Dust control mopping of hard floors
- Attach the correct floor pad to the machine - Ensure correct manual handling techniques for the task
- Buff the floor at walking speed using overlapping runs
- Dust mop the floor when completed.
- Remove personal protective equipment, and perform hand hygiene

PREPARATION:

- Warning signs to be displayed or barriers to maximise public safety during the cleaning operation
- Dust control mop floor. (Follow the Dust Control Mopping Safe Work Procedure)
- PPE to be worn (glasses and gloves)
- Detergent solution to be prepared, as per instructions, in the wringer bucket

- Ensure to always check area before commencement for any slip or trip hazard
- Ensure that all equipment is with you before starting work
- If necessary use a trolley to transfer equipment from one area to another
- Ensure all signs are placed around area to be worked on, prior to work starting
- Ensure a full understanding of chemicals to be used (SDS)

SAFETY:

- Ensure all equipment is test and tagged i.e. Electrical Leads
- The operator should be fully trained in the use of the machine
- The operator should be physically capable to manoeuvre, transport and operate the machine
- The operator should be able to recognise unusual operation of the machine and report any problems
- Operate equipment in accordance with the manufacturer's instructions and facility requirements
- Install appropriate signage and barriers to maximise public safety during the cleaning operation
- Always adhere to Standard Precautions
- Wear personal protective equipment (PPE) that is correct for the cleaning task, and discard or clean and store PPE afterwards as required
- Use the correct manual handling techniques for the task required
- Always ensure that electrical equipment is switched OFF whenever inserting or removing from a power point
- Always ensure hand hygiene is performed after each clean and after removing gloves
- Ensure hands are dry when connecting and disconnecting electrical equipment to a power point

CARE OF EQUIPMENT:

- Wipe the cord with a damp cloth
- Wipe the machine with a damp cloth
- Wind the cord on the machine from the machine end of the cord
- Take the pads and brushes to the cleaner's room to clean
- Wash the brush/pad in neutral detergent, rinse, shake off excess water and hang to dry
- Store equipment safely in the designated area
- Signs to be stored for future use
- Cleaners room to be left clean and tidy at all times

NOTE: Pay attention at all times to complete tasks safely

ENVIRONMENTAL:

- Remove minor chemical spills according to site requirements.
- Dispose waste materials according to job site requirements and including recycling guidelines.
- Do not dispose waste down storm water drains.
- After use ensure you switch off equipment at power point with dry hands.
- Where applicable ensure correct bin liners and bins are used in accordance with site requirements and recycling guidelines.
- Turn off tap after use.
- Once you have carried out your cleaning duties where applicable switch off lights.

NOTE: Report any leaking taps, faulty appliances and incorrect disposal of waste materials to your site supervisor or manager.

