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0819 Safety Guidance
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SOUTH WEST HIRE & SALES

Floor Scrubber-Dryer - Mains Powered

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.

It is important to read this entire leaflet BEFORE using the Floor Scrubber-Dryer. It is also important to observe all safety advisory labels and markings on the equipment prior to operating the equipment.

1. This machine is for indoor use only.
2. This machine is suited for commercial use, e.g. in hotels, schools, hospitals, factories, shops, offices and rental companies.
3. Electricity can be hazardous and must always be used with great care.
4. Electricity and water can make a hazardous combination. Care must be taken whenever water or other solutions are used to keep them away from plugs, sockets, switches and the electrical parts of the cleaner.
5. This floor cleaner is designed for cleaning, polishing and scrubbing hard surfaced level floors that are not sensitive to moisture and polishing operations. The appliance is not suited for the cleaning of frozen grounds (e.g. in cold stores).
6. Only use brushes/pads provided with the appliance. The use of other brushes or accessories may impair safety. Only use brushes or pads which are suitable for the correct operation of the machine for the specific task being performed. Check with the Hire Company first.
7. The action of this floor cleaner can cause injury or damage to property if the equipment is misused.
8. Operators must be adequately instructed in the correct use of the machine. Operators must be suitably familiar with the equipment controls prior to use of the Floor Scrubber-Dryer. Controls may vary on different manufacturers machines therefore a working demonstration / familiarisation hand-over will be necessary in all instances where the operator has not used the Floor Scrubber-Dryer before. This shall include all necessary pre-use checks, filling and draining of any tanks, any daily routine operator maintenance requirements, all safety features and necessary guidance relevant to the tasks to be carried out including safe movement and storage of equipment, and with regard to the specific environment in which the equipment is to be used. Refer to manufacturers operating instructions for further details.
9. Use only recommended detergents in accordance with the manufacturer's recommendations. Do not use highly foaming detergents. Consult the Hire Company for further information.
10. The machine must not be used on inclines that exceed 2%.
11. Care must be taken to reduce speed when cornering or when manoeuvring around obstacles.
12. Avoid risk of damage when cleaning close to walls by ensuring deflection rollers point towards the wall (where fitted), or operate at a slower speed.

(Continued overleaf...)

13. Avoid risk of damage to floor coverings. Do not operate appliance on the spot, keep moving whenever possible and safe to do so.
14. A minimum of the following items of personal protective equipment must be worn: Wear ear defenders or ear plugs (EN 352). You should pick ear defenders or ear plugs that can be shown to give enough protection to limit the risk of hearing loss. You may need to check that the ear defenders or ear plugs you pick do not make things too quiet. When Waterproof Gloves, Non-Slip Safety Footwear, an RCD if using a 230 volt (mains) supply.
15. This equipment must not be used by minors or by anyone under the influence of drugs or alcohol.
16. This floor cleaner is designed for operation by an able-bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using it.

WORK AREA

1. Do not use this floor cleaner where there is a danger of explosion. It will ignite fumes from petrol, or gas cylinders.
2. Make sure that the area is clear and safe and that no-one is nearby so that the work can be done without distractions.
3. Protect people from slippery floors or other hazards caused by the work. Warn people to keep away. Put up warning signs.
4. Find out where the electrical sockets are. Plan the work route around the floor so that the work can be done effectively, without running over the cable, or causing a tripping hazard.

OPERATORS

1. The following items of personal protective equipment (PPE) are the minimum that should be worn whenever the equipment is used. Particular jobs or environments may require a higher level of protection.
2. Wear ear defenders or ear plugs (EN 352). You should pick ear defenders or ear plugs that can be shown to give enough protection to limit the risk of hearing loss.

You may need to check that the ear defenders or ear plugs you pick do not make things too quiet. When ear defenders or ear plugs are too good they make it hard to hear important orders or alarms.

3. Waterproof gloves should be worn if cleaning or other chemicals are to be handled.
4. Non-slip safety footwear should be worn.
5. Anyone who is working nearby will also need to wear appropriate PPE and protective clothing.
6. The action of this floor cleaner can cause injury or damage to property if the equipment is misused.
7. Operators must be adequately instructed in the correct use of the machine. Operators must be suitably familiar with the equipment controls prior to use of the Floor Scrubber-Dryer. Controls may vary on different manufacturers machines therefore a working demonstration / familiarisation hand-over will be necessary in all instances where the operator has not used the Floor Scrubber-Dryer before. This shall include: correct and safe use of the machine, all necessary pre-use and post use checks, filling and draining of tanks, daily routine operator maintenance requirements, all safety features and necessary guidance relevant to the tasks to be carried out including safe movement and storage of equipment, and with regard to the specific environment in which the equipment is to be used. Contact the Hire Company or refer to manufacturers operating instructions for further details.

PPE (Personal Protective Equipment) that may be required for certain operations:

Note: A risk assessment should be conducted to determine which PPE should be worn.

You may need to check that the ear defenders or ear plugs you pick do not make things too quiet. When ear defenders or ear plugs are too good they make it hard to hear important orders or alarms.

FLOOR CLEANER

1. Check the floor cleaner, cables, plugs and all other equipment. If anything is found to be damaged do not use the cleaner – contact the hire company.
2. Check that the plug on the equipment matches the supply. Do not try to force connections or improvise them.
3. Equipment with a cylindrical yellow industrial plug fitted is designed to run off a special 110V supply. The hire company will have provided a portable transformer if the equipment is to be powered from a normal 230v supply. If a portable transformer has been supplied, take care not to cause injury when moving it about – it may be heavier than it appears. Equipment designed to run directly from 230v mains will either have a normal square pin plug fitted, or a blue industrial plug.
4. A 110V transformer may get hot in use. If it is left 'stood' on a carpet or other sensitive surface it may 'iron', a permanent flat patch where it stood.
5. Read the instructions supplied with any cleaning chemicals which are to be used.
6. Fill the solution tank with cold or warm water. Do not put hot water or a temperature likely to cause scalding into the clean water tank.
7. If the control arm is adjustable, set it to a comfortable height. Make sure that it is locked into position.
8. A range of different brushes, pads and chemicals may be provided for different applications. These include cleaning, scrubbing and polishing. Contact the hire company if any of these other accessories are needed. **Note:** Do not leave the machine standing on brush pads when not in use.
9. Electrical switches or plugs should not be touched unless hands are dry.
10. Check how the on/off switch operates. Before the floor cleaner is switched on it must be known how to stop it.
11. In order to prevent unauthorised use of the machine it must be suitably isolated from the power source immediately following use. Machines left unattended must be suitably secured to prevent unintentional movement (remove keys / engage brakes).

ELECTRICAL SAFETY

The floor cleaner will only operate on one voltage: it will be 110v or 230v.

110v equipment will have a yellow industrial plug fitted.

230v equipment will have either a normal square pin plug fitted, or a blue industrial plug. The instructions below must be read before using the equipment.

110 VOLT MACHINES (YELLOW PLUG)

1. If the portable transformer is being used, the transformer should be plugged directly into the 230v socket. 230v extension cables should not be used.
2. If an extension cable is required, follow any instructions given by the hire company. If the hire company has not given any special instructions, only a suitably rated heavy duty 110v extension cable must be used, this should not be longer than that specified by the manufacturer or as advised by the Hire Company. The extension cable must only be used between the transformer and the cleaner.
3. The extension cable must be laid out carefully avoiding any liquids, sharp edges, doorways or windows where it might be trapped, and places where it might be run over by vehicles. It should be unrolled fully or it will overheat and may catch fire.
4. Make sure that any extension cable connections are dry and safe.

230 VOLT MACHINES (13 AMP SQUARE PIN OR 16 AMP BLUE PLUG)

1. A residual-current device (RCD) or residual-current circuit breaker (RCCB) should be used, plugged directly into the 230v socket. The cleaner should be plugged into the RCD. This will help protect against electric shocks if the cable or equipment gets damaged.
2. The 'TEST' button should be used to check that the RCD is working each time it is used. The RCD should be reset according to the instructions supplied with it.
3. Wherever possible avoid the use of extension cables If an extension cable is required, follow any special instructions given by the hire company. If the hire company has not given any special instructions, only a suitably rated heavy duty extension cable should be used, no longer in length than that specified by the manufacturer or as advised by the Hire Company. It should be plugged directly into the RCD.
4. The cable should be laid out carefully avoiding liquids, sharp edges, doorways or windows where it might be trapped, and places where it might be run over by vehicles. It should be unrolled fully or it will overheat and may catch fire.
5. Make sure that any extension cable connections are dry and safe.

USING THE FLOOR SCRUBBER DRYER

1. Protective equipment including non-slip shoes must be worn.
2. As with all electrical equipment care and attention must be exercised at all times during use of the Floor Scrubber Dryer.
3. This floor cleaner is designed for operation by an able-bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using it.
4. Before performing the cleaning operation, place out appropriate warning sign(s), clear floor of debris, pick up pieces of wire, string, twine, etc., which could become wrapped around the scrub brush. Vacuum or dust-mop the floor.
5. This machine must not be used for picking-up hazardous dusts.
6. Do not allow the supply cord to come into contact with the rotating brushes. Keep a check on the position of the cable so that it does not get run over, stretched, or the plug is not accidentally pulled from the socket.
7. Keep the cable clear of any sharp edges in the work area.
8. If it appears that the cable may be cut or damaged in any way, switch off and unplug at the mains before inspecting it. If the cable attached to the floor cleaner is damaged, stop using the equipment. Contact the hire company. If an extension cable has been damaged, do not use it again.
9. Switch off and unplug from the socket before leaving the machine unattended.
10. When the work has been finished, empty any remaining cleaning solution and partly refill with clean water. Operate the machine in a safe place to flush the cleaning solution out of the equipment. Empty and rinse clean collection reservoir.
11. Keep everyone, especially young children and the infirm, off the cleaned floor until it is dry. They could fall on the slippery surface.
12. If the equipment does not work properly do not attempt to repair it. Contact the Hire Company.

Please keep this leaflet safely as it may be required for future reference

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