



# Using the Floor Cleaner / Polisher

- Protective equipment including non-slip shoes must be worn.
- Many floor cleaners have two control levers which need to be held in to operate the machine. Both hands should be kept on the handlebars at all times – the machine cannot be controlled one-handed.
- By gently raising and lowering the control arm the cleaner can be controlled so that it sweeps from side to side in an arc. Move forwards steadily to achieve proper coverage of the floor.
- The control tap to release cleaning solution can be operated without releasing the handlebars.
- 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.
- Keep the cable clear of any sharp edges in the work area.
- 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.
- Switch off and unplug from the socket before leaving the machine unattended.
- 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.
- Keep everyone, especially young children and the infirm, off the cleaned floor until it is dry. They could fall on the slippery surface.
- 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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# 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.

## It is important to read this entire leaflet BEFORE using the Floor Cleaner / Polisher

- Electricity can be hazardous and must always be used with great care.
- 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.
- This floor cleaner is designed for cleaning, polishing and scrubbing hard surfaced floors. It may also be used to help clean some carpets, with the correct brushes fitted.
- The action of this floor cleaner can cause injury or damage to property if the equipment is misused.
- If the operator has not used a floor cleaner before, they should familiarize themselves with the equipment on a small area of the floor before starting on the main task.
- A minimum of the following items of personal protective equipment must be worn: ear muffs or plugs giving protection for levels up to 86 dB(A); waterproof gloves; non-slip shoes; rcd if using a 230 volt (mains) supply.
- This equipment must not be used by minors or by anyone under the influence of drugs or alcohol.
- 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.



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- 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 may be run over by vehicles. It should be unrolled fully or it will overheat and may catch fire.
- Make sure that any extension cable connections are dry and safe.
- 230 VOLT MACHINES (SQUARE PIN OR BLUE PLUG)
  - A residual current device (rcd) should be 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.
  - 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.
  - 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, not longer than 50 metres (160 feet). It should be plugged directly into the rcd.
  - The cable should be laid out carefully avoiding liquids, sharp edges, doorways or windows where it might be trapped, and places where it may be run over by vehicles. It should be unrolled fully or it will overheat and may catch fire.
  - Make sure that any extension cable connections are dry and safe.

- 110 VOLT MACHINES (YELLOW PLUG)
  - If the portable transformer is being used, the transformer should be plugged directly into the 230v socket. 230v extension cables should not be used.
  - 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, not longer than 50 metres (160 feet). The cable must only be used between the transformer and the cleaner.
- Electrical safety
  - Existing floor finishes may also be damaged if the hire company is not contacted. Contact the hire company if possible. Contact the hire company if any of these other accessories are needed.
  - Electrical switches or plugs should not be touched unless hands are dry.
  - Check on how the on/off switch operates. Before the floor cleaner is switched on it must be known how to stop it.
  - If the portable transformer is being used, the transformer should be plugged directly into the 230v socket. 230v extension cables should not be used.
  - 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, not longer than 50 metres (160 feet). The cable must only be used between the transformer and the cleaner.



- WORK AREA
  - Do not use this floor cleaner where there is a danger of explosion. It will ignite fumes from petrol, or gas cylinders.
  - Make sure that the area is clear and safe and that no-one is nearby so that the work can be done without distractions.
  - Protect people from slippery floors or other hazards caused by the work. Warn people to keep away. Put up warning signs.
  - Open doors and windows before starting to help the floor to dry.
  - Find out where the electrical sockets are. Plan the work route around the floor so that the work can be done effectively, or without running over the cable, or causing a tripping hazard.
- OPERATORS
  - 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.
  - This equipment is likely to cause noise levels up to 86 d B(A) – wear appropriate ear muffs or plugs giving hearing protection for this level as a minimum. If continuously.
  - Waterproof gloves should be worn if cleaning or other chemicals are to be handled.
  - Non-slip shoes should be worn.
  - Anyone who is working nearby will also need to wear appropriate protective clothing.
- FLOOR CLEANER
  - Check the floor cleaner, cables, plugs and all other equipment. If anything is scrubbing and polishing. Stripping applications. These include cleaning chemicals are available for different types of floor.
  - A range of different brushes, pads and rollers should be used. Make sure that it is locked into position.
  - If the control arm is adjustable, set it to a comfortable height.
  - Do not put very hot water into the tank.
  - Fill the solution tank with cold or warm water.
  - Read the instructions supplied with any cleaning chemicals which are to be used.
  - Permanent flat patch where it stood. Read the instructions supplied with any cleaning chemicals which are to be used.
  - Equipment designed to run directly from 230v mains will either have a normal square pin plug fitted, or a blue industrial plug.
  - 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.
  - Read the instructions supplied with any cleaning chemicals which are to be used.
  - Equipment designed to run directly from 230v mains will either have a normal square pin plug fitted, or a blue industrial plug.
  - This equipment is likely to cause noise levels up to 86 d B(A) – wear appropriate ear muffs or plugs giving hearing protection for this level as a minimum. If continuously.
  - Waterproof gloves should be worn if cleaning or other chemicals are to be handled.
  - Non-slip shoes should be worn.
  - Anyone who is working nearby will also need to wear appropriate protective clothing.