

JOB SAFETY ANALYSIS

Safety Information for the University of California, Berkeley

RECREATIONAL SPORTS - MAINTENANCE

OPERATING THE FLOOR CLEANING MACHINE

General Precautions: Close-toed shoes must be worn to protect feet. Latex or surgical gloves must also be worn to avoid direct contact with chemicals and to protect hands.

TASK	HAZARDS	CONTROLS
Unplug machine from charge.	Electrocution	Make sure you and the plug are clear of any water. Pull plug from the head, not the cord. Inspect integrity of plug before touching it.
Turn on machine.	None foreseen	
Check water level.	Back injury from being in low position	Bend knees to lessen pressure on lower back. Use hand to support body on leg.
Refill water tank.	Slippery floor	Make sure water hose is inside machine before turning on faucet. Close the hatch once tank has been refilled.
	Exposure to chemicals	See "Handling/Transporting/Storing Chemicals and/or Fuel" posted at the designated workstations for more information.
Pull the machine out of storage room.	Back injury from moving heavy object	Use the handle bar control to operate the machine. Machine is self-propelled. DO NOT attempt to pickup the machine with your own strength. Move the machine on its wheels.
	Falling	Make sure path is clear, especially when backing out of storage room. Wear proper footwear to prevent slipping.
	Impact injury resulting from being pinned between machine and hard object	Be aware of surroundings. Make sure path is clear, especially when backing out of storage room.

		Injury to others	Be aware of surroundings. Make sure path is clear, especially when backing out of storage room.
	Attach/detach wet vacuum piece.	Back injury from being in low position	Bend knees to lessen pressure on lower back. Do not bend over to reach for low position.
		Pinching fingers	Keep fingers away from attachment area.
	Attach/detach side guards.	Back injury from being in low position	Bend knees to lessen pressure on lower back. Do not bend over to reach for low position.
		Pinching fingers	Keep fingers away from attachment area.
	Change cleaning pads.	Back injury from being in low position	See above for more information.
		Back injury from jerking pads tight	Bend knees to lessen pressure on lower back. Control jerking motion.
		Eye strain from looking at pads located underneath machine	Use proper lighting.
	Lower cleaning pads to ground.	Slipping	Find balance before stepping on lever to release pads. Hold onto stable object for balance.
	Start floor cleaning machine and clean.	Slipping on wet surface	Make sure wet vacuum is in good and working condition. Avoid reversing machine and walking in front of it. Pay attention to ground for any wet marks/streaks. If wet vacuum is not picking up water, dirty water tank must be emptied.
		Tripping/falling	Be sure that wet vacuum is securely attached to avoid coming loose.
		Impact injury resulting from being pinned between machine and hard object	See item 5 above for more information.

		Injury to others	Be aware of surrounding. Make sure path is clear before moving machine. Ensure side guards are on to avoid rotating pads injuring others.
		Leg injury from objects that may protrude from machine	Be aware of surroundings. Keep leg away from any protruding objects.
		Injury from loose articles getting caught in machine	Keep all shoe laces tied and clear of wet vacuum and rotating pads. Secure any loose articles.
	Emptying dirty water tank.	Slippery floor	Make sure hose is in sink before releasing the water.
		Back injury due to low sink	Use foot to keep hose in the sink. Use hand to support body on leg.
		Shoulder/arm injury due to tight screw top	Use back and shoulder to push top in before screwing top on. Control movement when screwing top on.
	Lift top of machine to plug in charger.	Back injury from heavy lifting	Bend knees to lessen pressure on lower back. Use legs as source of power to lift top.
		Finger injury.	Keep fingers away to prevent them being sandwiched between top and bottom of machine. Keep top of machine securely lifted to avoid smashing fingers. Use metal support to hold top lifted while plugging charger.
		Electrocution.	Inspect integrity of cord before plugging it in. Make sure you and the plug are clear of any water. If cord is in poor condition, do not use until it has been repaired.
	Turn off machine.	None foreseen.	
Required Training: Operation of the machine	Required Personal Protective Equipment (PPE) Close-toed shoes and latex or surgical gloves.		
Other Information:	See "Handling/Transporting/Storing Chemicals and/or Fuel" posted at the designated workstations.		

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