

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 021 – DUST EXTRACTOR - MOBILE

1. PURPOSE AND SCOPE

Minimum requirements for safe use of mobile dust extractors/vacuums at Illusions Australia.

Applies to portable extraction connected to tools and local cleaning of approved dusts.

2. AUTHORISATION AND COMPETENCY

Workers must know the extractor controls, filter class/limitations and safe emptying method.

Hazardous dusts require an extractor and method suitable for that contaminant.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Eye protection when emptying/cleaning where dust release is possible.
- Safety footwear.
- Respiratory protection appropriate to the dust when required.
- Gloves where handling dusty bags/containers.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Extractor, lead/battery, hose and fittings are undamaged.
- Correct filter/bag is fitted and not overloaded.
- Extractor is suitable for the dust being collected.
- Hose is connected securely to the tool/source.
- Airflow is adequate.
- Hoses/leads do not create trip hazards.
- No hot material, liquid or incompatible substance will be collected unless the unit is designed for it.

5. SAFE OPERATING PROCEDURE

1. Position extractor securely near the work.
2. Connect hose to the dust source.
3. Start extractor before dust-generating work.
4. Monitor airflow and filter/bag condition.
5. Keep hose routed safely.
6. Stop the task if extraction becomes ineffective.
7. When full, switch off and empty/change bag using the approved low-dust method.
8. Seal/dispose of collected waste appropriately.

6. PROHIBITED PRACTICES

Workers must not:

- Use an extractor not rated for the contaminant.
- Vacuum hot embers/sparks or flammable liquids unless specifically designed.
- Operate with missing filters.
- Empty dusty contents by uncontrolled tipping where dust becomes airborne.
- Use damaged leads/hoses.
- Continue working after suction is lost.

7. FILTERS AND DUST CLASS

Different dust hazards require appropriate filtration and containment.

- Use the correct filter/bag for the task.
- Do not improvise filters.
- Follow manufacturer instructions for filter cleaning/replacement.

8. EMPTYING AND CLEANING

Collected fine dust can become airborne during emptying.

- Empty outdoors or in a controlled location where appropriate.
- Use sealed bags/containers.
- Avoid compressed-air cleaning.

9. FAULTS, DAMAGE AND ABNORMAL OPERATION

Stop for loss of suction, damaged hose/filter, unusual noise, overheating, electrical fault or visible dust escape.

Tag out defective equipment.

10. SHUTDOWN AND HOUSEKEEPING

- Switch off and isolate.
- Empty if required using controlled method.
- Wipe/vacuum exterior.
- Coil hose/lead safely.
- Store unit and report defects.

11. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate energy sources where safe to do so.
3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
5. Call emergency services where required.
6. Do not recommence until the incident, defect or unsafe condition has been addressed.

12. STOP WORK REQUIREMENT

Work must stop where:

- Extractor is unsuitable for the dust.
- Filter/bag is damaged or missing.
- Visible dust escapes.
- Suction is inadequate.
- Electrical or mechanical fault develops.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

Document	SWP 021 – Dust Extractor - Mobile
Document Type	Safe Work Procedure
Prepared By	Aidan McDonnell
Approved By	Managing Director
Status	Controlled Document