**Task:** USING A SHOP VACUUM or HEPA VACUUM

**Modification to Daily Attire Requirements:** Long Pants

**Required PPE:**
1. Safety Glasses or Face Shield
2. Dust mask (or N95 respirator voluntarily) as needed
3. Safety Shoes or Boots
4. Earmuffs or Earplugs with an NRR rating of 30 dB or higher
5. Gloves (as needed)

**Required Training:**
- Read, understand, and follow manufacturer’s safety instructions.
- Lockout/Tagout (LOTO).
- Personal Protective Equipment
- Hearing Conservation

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| Preparing Shop Vacuum for Use | Muscle Strain/ Skin Abrasions | - Use proper lifting techniques  
   - Ensure proper bag or filter is present  
   - Check electrical cord for damage; make sure ground prong is intact |
| Using Shop Vacuum | Shock | - Ensure ground plug is intact, use caution if using extension cords- keep away from wet areas |
| | Hearing Damage | - Wear ear plugs or muffs |
| | Eye Injury | - Wear safety glasses |
| | Respiratory Irritation | - Dust mask or N95 respirator voluntarily |
| Procedure for Malfunctioning or Broken Equipment | Bodily Injury | - Obtain Accident Prevention Tag. Mark equipment “Do Not Use” and specify problem or hazard  
   - Whenever possible isolate power source so equipment cannot be used. (LOTO)  
   - Notify shop and/or take equipment to shop |