

DAILY TOOLBOX TALK RECORD

The King's School			
Date: 11/09/2024			
Supervisor present: Nilani and Catherine			
Subject: Use and inspection of the vacuum cleaner			
Duration: 40 Minutes			
DISCUTION TOPICS			
1 Pre – Inspection:			
•	Check the power cord for any damage or wear		
•	Ensure the plug is intact and not loose.		
•	Verify that the filter is clean and properly installed.		
•	Make sure the dust container or bag has enough capacity.		
2 Usaş			
•	Avoid vacuuming liquids or large objects that could block the vacuum.		
•	Don't vacuum flammable or hazardous materials.		
•	Never pull the vacuum by the cord; always unplug it directly from the socket.		
3 Post	II POL		
•	Maintain a good posture to avoid strain on your back. Adjust the vacuum handle if necessary to a comfortable height.		
•	Adjust the vacuum nandle in necessary to a comfortable neight.		
4 Maintenance:			
•	Regularly clean or replace the filter to ensure optimal performance.		
•	Empty the dust container or replace the vacuum bag when full.		
5 Elec	trical Safety:		
•	Do not use the vacuum if the cord is damaged.		
•	Keep the vacuum away from water or wet areas to prevent electrical hazards.		
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	nder: Regular checks and proper handling of the vacuum help keep the school nment safe and extend the lifespan of the equipment.		
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