

1

Identify dust source

Determine exactly where dust is generated – machines, materials or processes. Only those who know the source can extract effectively and plan measures.

2

Keep work area clean

Regular cleaning of work surfaces, machines and floors prevents the spread of dust. Use suitable cleaning equipment, no dry sweeping.

3

Position extraction units correctly

Position extraction arms or hoods as close as possible to the dust source without obstructing the workflow. Optimal is a direct "path" of the dust into the unit.

4

Check air velocity

The extraction airflow must be strong enough to reliably capture dust. Check the air velocity regularly, particularly after filter changes or maintenance.

5

Check filters regularly

Contaminated or damaged filters reduce extraction performance. Check, clean or replace filters according to manufacturer's instructions.

6

Use personal protective equipment

Even with optimal extraction, employees should wear suitable PPE – respiratory protection, gloves or safety goggles depending on the hazard.

7

Maintain order & cleanliness

Avoid unnecessary materials in the work area, keep pathways clear. Less clutter = less dust disturbance = safer workplace.

8

Optimise ventilation

Additional room ventilation or exhaust systems support the extraction units. Ensure sufficient air exchange to remove residual dust.

9

Train employees

Regular training demonstrates the correct handling of extraction units, cleaning and PPE. Training increases the acceptance and effectiveness of the measures.

10

Documentation of measures

Keep records of cleaning, maintenance of extraction units and training. Documentation supports audit capability and continuous improvement.