

Safe Work Procedure Lawn-Mowing

Sequence of Job Steps (What to do in the right order)	Potential Hazards/Risks of Each Step	Standard Operating Procedure (How to do it)	Personal Protective Equipment
Pre-Start Maintenance Checks	Inhaling Fumes Fire Cuts/ Lacerations	<p>Check fuel level and top up if necessary.</p> <p>Ensure area is free from any ignition sources, eg flame or sparks.</p> <p>Do not refuel in confined spaces due to danger of inhaling fumes.</p> <p>Ensure correct fuel mixture is used.</p> <p>Check overall condition of mower, especially the undercarriage.</p> <p>Check whether blades are broken/ damaged - replace if necessary.</p> <p>Ensure blades are securely fastened.</p> <p>Check nuts and bolts on handle or any other part of mower.</p> <p>Ensure all nuts and bolts are securely fastened.</p>	Work Trousers Steel Capped Safety Boots
Attach Grass Catcher	Cuts/ Lacerations	<p>Ensure that grass catcher is securely attached to the mower.</p> <p>Ensure any other safety devices are securely in place.</p> <p>Ensure all attachments are in good working order.</p>	Work Trousers Steel Capped Safety Boots
Inspect Area To Be Mowed	Cuts/ Lacerations to Legs and Feet Flying Debris Eye Injury Hearing Damage Strains/Runaway Mower	<p>Clear area of any people before commencing mowing.</p> <p>Survey area to be mowed. Check slope of land, if applicable.</p> <p>Clear area to be mowed of any obvious hazards, eg hoses,</p>	Eye Protection Work Trousers Steel Capped Safety Boots Hearing Protection Dust Mask

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	Slipping Tripping	above ground sprinklers, stones, large twigs. Be aware of potential hazards, eg low tree branches. Select correct height adjustment for the task at hand, taking into account uneven ground.	Sun Protection if Necessary
Commence Mowing Operation	Cuts/ Lacerations to Legs and Feet Flying Debris Eye Injury Hearing Damage Strains/Runaway Mower Slipping Tripping	Put on all other protective clothing/ equipment before starting the mower. A road brimmed hat should be worn and sunscreen applied in hot weather conditions. Ensure mower is started in an area that is grassed or stable and flat to avoid sand or flying debris being blown up into operator's face. Ensure feet are in the correct position to stabilise mower and prevent from moving. ALWAYS KEEP FEET WELL CLEAR OF BLADES WHEN TARTING AND OPERATING MOWER. Ensure stable footing when mowing on a slope or when moving backwards to avoid slipping or mower getting away from operator.	Eye Protection Work Trousers Steel Capped Safety Boots Hearing Protection Dust Mask Sun Protection if Necessary
SPECIAL NOTE		SHOULD OTHER PEOPLE ENTER AREA WHILE MOWING IS BEING CONDUCTED - STOP MOWING IMMEDIATELY. ASK THEM TO LEAVE OR TO WORK IN OTHER AREAS IF POSSIBLE.	

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Emptying Grass Catcher During Mowing Operation	Cuts/ Lacerations to Legs and Feet Flying Debris Eye Injury Hearing Damage Runaway Mower Back Strain	Ensure mower is parked in a flat, stable area. Ensure mower is idled back to the lowest engine speed possible prior to removing grass catcher. Always use correct lifting techniques (Manual Handling Code of Practice) when detaching, lifting and emptying grass catcher. Ensure grass catcher is securely reattached to mower before recommencing mowing operation.	Eye Protection Work Trousers Steel Capped Safety Boots Hearing Protection Dust Mask Sun Protection if Necessary
Refuelling Mower During Mowing Operation	Inhaling Fumes Fire Runaway Mower	Ensure mower is parked in a cleared, flat and stable area. Switch off mower and ALLOW TO COOL before refuelling. Ensure correct pouring device is used. Ensure area is free from any ignition sources, eg flame, sparks or cigarettes. Ensure correct fuel mixture is used.	Eye Protection Work Trousers Steel Capped Safety Boots Hearing Protection Dust Mask Sun Protection if Necessary
Clean Up	Cuts/ Gashes Burns Slipping	Thoroughly check mower for any damage. Report any equipment damage to Manager. Place Safety Tag (DANGER - DO NOT OPERATE) on equipment until repaired, indicating fault/s on tag. Once equipment is repaired, TAG IS NOT TO BE REMOVED - OR EQUIPMENT OPERATED - UNTIL SANCTIONED BY APPOINTED SAFETY OFFICER AND/OR MANAGER. On completion of repairs and service, clean mower thoroughly (with high pressure cleaner - if available - ensuring proper care is taken and the correct protective clothing/ equipment is being worn).	Eye Protection/ Face Shield Overalls Safety Boots Gloves