

LOCATION OF WORK	WRITTEN BY:	APPROVED BY:	DATE:	LAST REVISION
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HAZARDS PRESENT	PERSONAL PROTECTION EQUIPMENT (PPE)	ADDITIONAL REQUIREMENTS
<ul style="list-style-type: none"> <li>• Discharge of objects</li> <li>• Pinch</li> <li>• Collision</li> <li>• Equipment damage</li> <li>• Fire</li> <li>• Muscle strains</li> <li>• Carbon monoxide (if started indoors)</li> </ul>	<ul style="list-style-type: none"> <li>• Safety glasses</li> <li>• Protective footwear</li> <li>• Hearing protection</li> <li>• Long pants</li> <li>• High vis. vest</li> </ul>	<ul style="list-style-type: none"> <li>• Lawn mower orientation</li> </ul>

## SAFE WORK PROCEDURE

### CHECK THE GENERAL CONDITION OF THE LAWN MOWER:

1. Look around and underneath the lawn mower for signs of oil or gasoline leaks. Notify your supervisor if leaks are found.
2. Look for signs of damage. Check each control for proper operation.
3. Check the blade(s) for wear. Check that the blade bolts are tight.
4. Check the oil level, fill if necessary.
5. Check tire pressure.
6. Check the air cleaner.
7. Check the fuel level and fill if necessary. Follow established procedures; never add fuel until the lawnmower engine has cooled. Starting with a full tank will help to eliminate or reduce operating interruptions for refueling.
8. Ensure that all safety devices are in place.
9. Adjust seat height – you must be able to safely reach all controls from the operator's position.

### CHECK THE MOWING AREA TO BE CUT:

1. Clear the area of debris such as rocks, twigs, nails, wire, toys etc. to prevent discharge of objects during mowing. Anything that can be picked up by the blades and thrown is a potential hazard to the operator and others.
2. Check the condition of the grass. Adjust the deck to the correct cutting height.

### STARTING THE ENGINE (GAS POWERED)

1. Don all personal protective equipment – safety glasses and footwear, long pants and hearing protection.
2. No one may operate the lawn mower unless fully trained by maintenance staff.
3. While sitting in the operators seat, ensure the parking brake is engaged; the PTO switch is disengaged (pushed down position) and the ground speed control levers are locked in the neutral position.
4. Insert the ignition key.
5. Move the choke control to the on position.
6. Move the throttle to  $\frac{3}{4}$  fast position.

7. Turn the ignition key to the Start Position.
8. Move the choke control to the off position when the engine has warmed up.

**STARTING THE ENGINE (DIESEL POWERED)**

1. Don all personal protective equipment – safety glasses and footwear, long pants and hearing protection.
2. No one may operate the lawn mower unless fully trained by maintenance staff.
3. While sitting in the operators seat, ensure the parking brake is engaged; the PTO switch is disengaged (pushed down position) and the ground speed control levers are locked in the neutral position.
4. Insert the ignition key.
5. Move the throttle to the middle (or Engine Speed) position. Set throttle to full when starting in cold weather.
6. Turn the ignition key to the Heat Position and hold to activate the glow plugs.
7. Wait until the glow plug indicator begins to glow, and then turn the key to start. If the engine doesn't start immediately, move the throttle control to full.
8. After the engine starts, move the engine throttle control to SLOW. Warm up the engine by running it for ~ one min.
9. Move the throttle to FULL before engaging the PTO switch or driving the machine.

**OPERATING THE MOWER:**

1. Start the engine as stated above
2. Move the throttle lever to the  $\frac{3}{4}$  or full speed.
3. Engage the power take off (PTO) to engage the mower blades.
4. Release the parking brake.
5. Use the steering levers to move the unit.
6. Mow the lawn. Keep the throttle control levers at slow speed until you learn how to operate the unit. Avoid sudden turns or maneuvers.
7. Do not operate the mower on slopes of more than 17 degrees. Keep all movements on slopes slow and gradual. Do not make sudden changes in speed or direction. Avoid starting or stopping on any slope.
8. Stop and inspect equipment if you strike an object or if there is an unusual vibration. Repair, if necessary, before restarting. Never make adjustments or repairs with the engine running. If damaged, notify your supervisor.

**STOPPING THE ENGINE:**

1. Move the steering levers to the neutral position.
2. Disengage the PTO.
3. Move throttle lever to the slow position.
4. Engage the parking brake.
5. Turn the ignition key to OFF. Remove the key.

**LOADING / UNLOADING THE MOWER:**

1. Lower ramps on trailer. Using the buddy system, one person hold the ramp while the second removes the pin securing ramp--Lifting techniques, lower ramp slowly, keep back straight, bend knees--Do not to pinch fingers under ramp.
2. Fully raise the blades of the mower. Drive onto the trailer ramps and up and onto the trailer. Secure the parking brake.
3. Chain and strap the mower onto the trailer. Winch straps until pulled tight and mower is secured.

4. Raise and secure the ramp. Two people are required to lift the ramp. One person holds the ramp while the second person inserts pin to secure ramp--Lifting techniques, raise ramp slowly, keep back straight, bend knees.
5. Transport the mower to the desired location.
6. For unloading: Lower ramps on trailer as stated in "2" above.
7. Loosen the chains and straps securing the mower. Loosen strap winches and remove from the mower.
8. Prior to starting the engine, disengage the parking brake.
9. Start the engine and put the mower into reverse. Back down the ramps slowly.
10. Engage the power take-off and mow. Watch for low branches, ditches, large potholes--Slow down before turning--If tires lose traction disengage PTO--If on a slope, head down--Never mow in reverse unless absolutely necessary. Always look behind and down for pets or children.
11. Leaving operators position - Park on level ground. Disengage PTO. Set the parking brake, shut off the engine and remove the key.
12. When mowing is complete return the mower to the trailer as indicated in #2 - #5 above.
13. Return mower and trailer to Facilities & Operations building.

## **REGULATORY REQUIREMENTS**

- WS&H Act W210, Section 4, 5, 7, 7.1
- Mb. Workplace Safety & Health Regulations 217/2006, Part 16, Sections 16.1 – 16.18
  - 2.1 Safe Work Procedures
  - 6.1 Personal Protective Equipment
  - 8.0 Musculoskeletal Injuries
  - 35.0 WHMIS
  - 36.0 Chemical Biological Substances
  - Safe Work Tip – Out Door Heat Stress