

**Management Commitment & Approval:** This Procedure has been approved and endorsed by the organisation owner and Senior Management of JC Hire. The signature of the authorised person in the footer **Paul Watson** demonstrates a commitment to the procedure.

Senior Management Sign-off: Paul Watson

Date: 30-April-2019

### Personal Protective Equipment (PPE)

AS 1319-1994 Safety signs for the occupational environment reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at <http://www.saiglobal.com>



### Hazards - What can cause harm?

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|---|--|
| <ul style="list-style-type: none"> <li>• Unguarded plant</li> <li>• Flying / ejected materials</li> <li>• Hazardous Manual Tasks: <ul style="list-style-type: none"> <li>○ Periods of prolonged sitting while operating</li> <li>○ Vibration</li> </ul> </li> <li>• Noise – long term exposure</li> </ul> | <ul style="list-style-type: none"> <li>• Hot surface</li> <li>• Static Electricity - refuelling</li> <li>• Hazardous Chemical – fuel, lubricants)</li> <li>• Uneven or slippery surface</li> <li>• Plant roll-over</li> <li>• Work outdoors</li> </ul> |
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### Precautions

**Develop traffic management plan (TMP)** if required (i.e. working in close proximity to mobile plant, vehicles or roadside work). Include physical barricades, signs, spotters etc. Remain in visual contact with operators of reversing vehicles.

Provide and maintain suitable access/egress for pedestrians where required. Include:

- ✓ Physical barriers to ensure persons do not enter work site
- ✓ Caution signs
- ✓ Stop-go baton operators.

#### **Operator training should include:**

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| <ul style="list-style-type: none"> <li>✓ Workplace induction</li> <li>✓ Safe operating procedures</li> <li>✓ Manufacturer's instructions (read and understood)</li> <li>✓ Importance of guards</li> </ul> | <ul style="list-style-type: none"> <li>✓ Nature of hazards</li> <li>✓ Fitting of PPE</li> <li>✓ Manual handling</li> <li>✓ Housekeeping</li> <li>✓ First Aid</li> </ul> |
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#### **Operators:**

- ✓ Must not be under the influence of drugs/alcohol or fatigued
- ✓ Must be physically capable of handling Mower (weight/size).

**Pre-Operational Inspection:** [Follow the Pre-operational checklist in the manufacturer's operational manual.](#)

#### **Conduct visual inspection. Check:**

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| <ul style="list-style-type: none"> <li>✓ Sufficient fuel and oil levels – no leaks</li> <li>✓ Brakes working, seatbelt working (if fitted)</li> <li>✓ Throttle moves freely, stays in place as required</li> <li>✓ Cutting blades secure with no missing/loose nuts, screws</li> <li>✓ Blades are not cracked, bent, or warped</li> <li>✓ Muffler shell undamaged</li> <li>✓ Controls undamaged and free of oil/dirt</li> <li>✓ ROPS in good condition (if applicable)</li> <li>✓ Tyres in good condition and correct pressure</li> <li>✓ All guards in place and in good condition (guards must cover the entire blade assembly)</li> </ul> | <ul style="list-style-type: none"> <li>✓ Kill switch functional</li> <li>✓ Pinions and other attachment equipment available, as per manufacturer's specifications and in good condition</li> <li>✓ Blade beam assembly secured</li> <li>✓ Safety stands/chocks are in good condition and available in the field</li> <li>✓ Grass catcher attached and undamaged</li> <li>✓ Deck clear of oil, debris, grass cuttings etc.</li> <li>✓ Unit clean and free of vegetation (no build up of grass around engine and muffler)</li> <li>✓ Deck has no visible signs of damage/cracks.</li> </ul> |
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Operation Sequence: [Operate in accordance with manufacturers instructions.](#)

### 1. Inspect intended work area. Check:

- Type of soil (wet, dry, compact etc.)
- Rocks, tree roots etc.
- Weather conditions
- Lighting
- Cliffs, pits, ponds, drop-offs etc.
- Proximity to roadside
- Access points
- Ensure grass is dry

### 2. Start up as per manufacturer's instructions:

- Mount/dismount only from the side specified by manufacturer
- Ensure park brake is on
- Depress the clutch fully
- Set the throttle to the choke position
- Increase engine revs to cutting speed depending on grass height
- Engage the blades slowly to avoid unnecessary wear on pulley belts

### 3. Operation:

- Adjust cutting height as required
- Disengage cutting blades when travelling across non-grassed areas (such as roads, driveways etc.)
- Remain attentive. Avoid reversing. If required, disengage blades. Always look in direction of travel
- Avoid discharging towards paths, roads or property
- Maintain a steady ground speed and make wide, gradual turns; avoid sudden starts, stops and turns
  - Note: Front decks allow mowing further under tree branches etc. take care to avoid injury to body/face from coming into contact with branches etc.
- Always mow up and down inclines, never across, to prevent mower rollover. Do not mow on inclines that exceed manufacturer's recommendations
- If there are obstructions:
  - When exiting the mower during operation, disengage blades, turn off engine and apply handbrake. Do not dismount until mower operation has stopped
  - Check blades for damage.
- Check for evidence of smoke or smoldering leaves to ensure prevention of vegetation fires
- Remove build-up of vegetation as required
- Keep body parts clear of moving blades at all times

### 4. On completion:

- Disengage blades, turn off engine and apply handbrake
- Exit the mower but do not dismount until mower operation has stopped
- Ensure grass is cleaned from unit. Clean mower, mower deck, deflection chute and radiator grill of clippings and other debris
- Where a wash port fitted, attach hose and clean as required. If no wash port, avoid water contacting engine
- Run engine briefly to dry before storing, Do not store near flames.

### DO NOT:

- ✗ Leave unattended when running
- ✗ Alter the governor settings
- ✗ Tilt / inspect blades when running.

### 5. Transportation:

- Ensure transport vehicle and ramps are suitable (i.e.: within SWL).
- Assess ground conditions at loading site and unloading site to determine forward or reverse loading.
- Apply handbrake and block transport vehicle wheels if required.
- Lock ramps in place use locking pin/clips if required.
- Secure by:
  - Blocking front/rear of wheels
  - Use suitable rated tie-down chains/hooks
  - Fasten tie-down chains (use tie-down points on plant if provided).

Maintenance / Cleaning: [Follow LOTO procedures, record service / repairs information in Maintenance Log.](#)

### On completion, always:

- ✓ Conduct visual inspection for any damaged/missing equipment
- ✓ If detected, apply lock/tag out procedures and report immediately



**Maintenance is to be conducted as per manufacturers instructions and by qualified persons only.**

### Re-fuelling: (Refuel the Mower outdoors only)

- ✓ Shut off engine
- ✓ Allow to cool before re-fuelling if possible
- ✓ Remove cap slowly
- ✓ Use a fuel hose, pouring spout or funnel
- ✓ Fill tank and wipe away excess
- ✓ Ensure there is no over spill
- ✓ Ensure cap has been secured and any vapour residue has been wiped away
- ✓ Check for leaks.



## Safe Operational Procedure: Mower (ride-on)

HAZARD/S	RISK RATING (Rate risk as Low, Medium or High)	WHO MAY BE HARMED	CONTROL MEASURES TO REDUCE RISK	TIME FRAME
Injury from contact with moving parts	High	Participants Operators Spectators Staff	Clear work area of all debris such as rocks, stones, sticks and other objects which may become projectiles Keep body parts away from blades and ensure all operators are wearing protective equipment such as boots, eye and ear protection. All users should familiarise themselves with the safe operation and emergency shutdown procedures of the equipment. Exclude non-essential persons from work area with a minimum exclusion zone of 6m from operating mower. Disengage blades if persons enter the exclusion zone. Inspect equipment before operation to ensure blade bolts and cutter assembly are firmly positioned. Avoid mowing on steep or uneven gradients. Stop the blades before moving across driveways, footpaths or roads. The mower is designed for one person use only. Never allow passengers to sit or ride on the mower. Ensure blades are idle before removing catcher (if equipped) or attempting maintenance. Do not use if under the influence of alcohol, drugs, medication or fatigue. Never leave running mower unattended. Shut down and remove key to avoid use by unauthorised persons.	Each Hire
Crush Injury	High	Participants Operators Spectators Staff	Keep movements deliberate and steady. Do not make sudden changes in speed or direction. Do not mow on slopes greater than 15 degrees. Avoid mowing slopes in wet or slippery conditions. Do not mow near drop-offs or on unstable ground where a wheel could slip over the edge. Hand mow this area. Use a full width ramp when loading or unloading mower. Do not attempt to load or	Each Hire



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HAZARD/S	RISK RATING (Rate risk as Low, Medium or High)	WHO MAY BE HARMED	CONTROL MEASURES TO REDUCE RISK	TIME FRAME
			unload the mower on a ramp inclined to more than 15 degrees. Avoid sudden speed change or turning while on ramp. Keep ROPS (roll bar) fully raised and locked, and use seat belt while operating mower. Do not mow in reverse unless unavoidable.	
Hearing Damage	Medium	Participants Operators Spectators Staff	Hearing protection must be worn. Note warning label on unit	<i>Each Hire</i>
Explosion or fire from fuel vapours	Medium	Participants Operators Spectators Staff	Stop engine before refuelling. Do not refuel while hot. Avoid spillage of fuel when refuelling. Ensure the fuel cap is properly secured after refuelling. Carry out visual checks for fuel leaks and repair before operation. Keep flammables away from the engine. Do not smoke while operating, servicing or refuelling this machine.	<i>Each Hire</i>
Injury or ill health due to exposure to exhaust or fuel fumes	Medium	Participants Operators Spectators Staff	Do not operate in confined space. Use in well ventilated area, preferably with fume extraction ventilation. Avoid breathing or coming into contact with fuel.	<i>Each Hire</i>
Exposure to ultraviolet radiation if working outdoors	Medium	Participants Operators Spectators Staff	Wear sunscreen, hat, long sleeves and long pants.	<i>Each Hire</i>
Burn hazard	Low	Participants Operators	Wear protective clothing during operation. Avoid contact with hot components. Never operate the engine with	<i>Each Hire</i>



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HAZARD/S	RISK RATING (Rate risk as Low, Medium or High)	WHO MAY BE HARMED	CONTROL MEASURES TO REDUCE RISK	TIME FRAME
		Spectators Staff	heat shields removed.	
Manual handling hazard	Medium	Participants Operators Spectators Staff	Take care when transporting. Due to the weight of the machine, lifting is not recommended.	<i>Each Hire</i>

Calculation of Risk Evaluation Severity of Risk (S) is judged by evaluating the effects of the hazard if the risk occurs. This is evaluated as Minor = 1, Major = 2, Serious = 3 Risk Likelihood (L) - The likelihood of the harm occurring is evaluated on the basis of: Unlikely =1, Possible = 2, Likely = 3 Overall Risk is calculated by multiplying the figure for Severity (S) and Likelihood (L). The overall risk figure calculated is related to the Risk Level of either Low: 1 to 3; Medium: 4 to 6 or High: 7 to 9 NB This is a generic risk assessment only. It is advisable to carry out a site-specific assessment prior to using this equipment.