



Safety Snapshot

Safe Operating Procedures

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So yet again it's time to train new staff and refresh the rest of us. Training all staff on all equipment can be daunting for both trainer and trainee. One step of starting or operating a piece of equipment missed can compromise all other safety precautions taken. It is imperative that you have a written plan for training and orienting workers. In order to train 60 summer staff in a short period of time, Oakville has devised a system which has greatly improved past practices. By designing a *Safe Operating Procedure* for every piece of equipment, the message is loud and consistent for every employee. Once reviewed, the trainer and trainee sign off that the information is acknowledged and understood. The safety of the operator and the corporation's investment in the equipment is protected. The following is an example of a *Safe Operating Procedure*.

Standard Operating Procedure • Front Cut Mower • User Department: Public Works, Parks & Facilities

WARNING!

This Safetygram is designed as a tool to be used in conjunction with the operator's manual in the safe operation of Front Cut Mower. Further site training and experience are necessary for competent operation.

SAFE PRACTICES

- **DO NOT USE** equipment unless trained.
- If equipment is damaged or malfunctions, **DO NOT USE**. Report to your supervisor immediately.
- **DO NOT REMOVE** or circumvent any safety devices on the equipment.
- **ALWAYS WEAR** prescribed personal protective equipment.
- **FAMILIARIZE** yourself with the operating manual before use.

PERSONAL PROTECTIVE EQUIPMENT

- Safety footwear
- Gloves
- Hearing protection
- Long pants
- Eye protection

PRE-USE INSPECTION & MAINTENANCE

- Use diesel
- Use 15W40 Oil
- Refuel on hard surface
- Check all levels
- Clean entire machine daily
- Grease all fittings as prescribed
- Ensure all guards are in place and secure

STARTING PROCEDURE

- Understand how to start and stop machine
- Adjust seat and (mirrors) to suit you
- Remove feet from the pedals, turn the implement switch to the off position and engage the hand brake
- Turn ignition switch to the ON position
- Depress the glow plug if cold for 7 seconds
- Turn key to start engine

OPERATING PROCEDURE

- Walk area to be cut checking for debris that could cause damage to equipment, operator or property
- Do a complete circle check each day before starting
- Make sure mower is set at the proper height
- Be aware of people and surroundings close to work area
- Never leave running when unattended
- Always stay well clear of bystanders, be aware of chute direction
- WEAR SEAT BELT
- DO NOT engage blades until mower deck is lowered, disengage blades prior to lifting deck
- Mow so discharge is away from uncut area
- Mow across the face of slopes, never up or down. Keep off of wet slopes
- To STOP, slow engine speed by moving throttle lever to stop position and releasing deadpan lever

TRANSPORTATION

- Shut off machine
- When loading avoid hot parts
- Always make sure mover is properly secured before transporting

CAUTION

- Use only CSA approved fuel containers with WHMIS label attached
- Familiarize yourself with the manufacturer's recommended operating procedure
- Wear all necessary PPE when operating this machine
- Never operate this equipment if it is broken or you feel that it is not running properly
- Exercise caution when refuelling
- Never tow this vehicle
- Never unclog machine with hands or feet while still running
- Keep hands and feet away from cutting blade while machine is running
- Never bypass or disconnect any switches
- Exercise caution when refuelling
- Never use your hands to search for hydraulic oil leaks
- Avoid stopping or starting suddenly
- Before leaving the operator's position for any reason; disengage all drives, lower implements, set the parking brake, shut the engine off and remove the key from the ignition

Reviewed by: _____

Date: _____

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