

People in Paddocks

Safe Work Procedures (SWP)

Lawn Mowing & Whipper Snipper

General Information

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Responsibilities

Position	Duties
Employer	To provide workers with safe equipment and workplaces, appropriate PPE for the task, adequate training & ongoing supervision.
Workers / Operators	To follow these Safe Work Procedures and the Operating Manual from the Equipment Manufacturer. Inform your Manager of potential hazards in performing the task. Fuel, grease and maintain the equipment, report any equipment faults as soon as practical, and do not operate faulty equipment. Immediately stop performing a task if you feel unsafe

Job Task Assessment

Job Task	Hazards	Hazard Control
Mowing	Moving parts causing injury, rollover, and flying objects, colliding into something.	Check the area for hazards before you start mowing and remove any obstacles if possible. Use slow speeds over steep terrain and avoid where possible. Always turn the mower off before you dismount (ride-on) or move around the mower for any reason.
	Hearing loss, sunburn, heat stress.	Ensure you always use hearing protection while the machine is running. Always use sun protection and ensure you stay hydrated.
Refuelling	Fuel spills on people/ ground/ equipment	Wear safety glasses & gloves when fuelling to avoid splashes in eyes & on skin
Clearing grass from the mower/whipper snipper	Moving parts causing injury, sharp blades	Always ensure the machine is turned off before performing any maintenance or cleaning
Yard transport (mower)	Bodily injury to other workers, run overs, damage to other equipment, damage to buildings	Drive slowly around yards and be aware of all people, buildings, & implements left on the ground

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<p>Road transport (mower)</p>	<p>Road accidents with other vehicles, hitting road-side signs, losing control on soft or uneven shoulders of road</p>	<p>Ensure all lights on equipment are working, applicable vehicle signs are visible, & escort vehicles are used when required. Drive slowly & to the conditions.</p>
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Skill Level / Training Required:

<p>Licences / Certificates:</p>	<p style="text-align: center;">DO NOT OPERATE PRIOR TO:</p> <ul style="list-style-type: none"> • Being familiar with the Operator’s Manual • Reading & fully understanding these Safe Work Procedures • Undergoing thorough practical training whilst Supervised • Holding a current Driver’s License
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Personal Protective Equipment:

<p>Personal Protective Equipment</p>	 <p>SAFETY FOOTWEAR MUST BE WORN ON THIS SITE</p>	 <p>PROTECTIVE CLOTHING MUST BE WORN IN THIS AREA</p>	 <p>HIGH VISIBILITY CLOTHING OR VEST MUST BE WORN</p>	 <p>EYE PROTECTION MUST BE WORN IN THIS AREA</p>	 <p>HEARING PROTECTION MUST BE WORN</p>
	<p>Protective Boots (essential)</p>	<p>Protective clothing (essential)</p>	<p>High-Vis clothing (essential)</p>	<p>Eye Protection (essential)</p>	<p>Hearing Protection (essential)</p>
	 <p>SUN SCREEN MUST BE WORN</p>	 <p>SUN HAT MUST BE WORN</p>			
	<p>Sunscreen (essential)</p>	<p>Sun Hat</p>			

Operating Procedures

<p>Warnings & Special Notes</p>	<ul style="list-style-type: none"> • No passengers to be carried. • Mower and whipper snippers to be maintained in working condition at all times. • Ensure grass does not build up around the engine and the exhaust. • Be aware of your surroundings at all times to reduce damage and personal injury. <p><i>If an employee is required to work independently, unsupervised or remotely, ensure they are aware of potential risks and that they adhere to safety procedures.</i></p>
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Pre-Operational Procedures	<ol style="list-style-type: none"> 1. Ensure you're wearing the appropriate PPE and sun protection. 2. Perform a pre-start check through the Company app. If for any reason you can not access the app, check the following: 3. Check that all guards are in place, properly secured, and functional. Ensure ROPS (roll-over-protection structures) are in sound condition. 4. Check all fluid levels and top up if necessary. When filling the tractor with diesel, ensure the engine is off and park brake is on. Ensure the filler cap is clean before opening and secure when the tank is filled. 5. Ensure that the hitch points, securing pins and safety chains are secured as required. Check the hitch and frame for cracks. 6. Ensure that hydraulic rams, hoses and couplings are in sound condition (no visible leaks), are secured as required and are safe for operation. 7. Ensure that all lights and warning devices are operational. 8. Check all tyre pressures and ensure tyres are not damaged, cracked or spiked. 9. Grease the entire machine and ensure all guards are secured after greasing. 10. Make sure windows and mirrors are clean before using and that you have a firm footing while cleaning. 11. Ensure the operator is familiar with the machine and has read the operator's manual. 12. Check oil, fuel and tyres prior to use. 13. Ensure all equipment is working. 14. Operators must wear suitable clothing and enclosed footwear. 15. Always use sunscreen, hats and carry adequate water. 16. Machine is in neutral and the park brake is on when starting. 17. Always use appropriate fuel for each machine. <p style="text-align: center;">DO NOT OPERATE A FAULTY MACHINE. REPORT IT IMMEDIATELY TO THE MANAGER AND TAG THE MACHINE OUT OF ORDER</p>
Operating Procedures	<p style="text-align: center;">OPERATE THIS VEHICLE/MACHINE AS PER THE OPERATOR MANUAL INSTRUCTIONS AT ALL TIMES</p> <ol style="list-style-type: none"> 1. Maintain 3 points of contact as you climb onto / out of the mower (facing the mower). 2. Ensure park brakes are on. 3. Turn the key to the "on" position and sound the horn before starting the engine. 4. Inspect all instrumentation for correct operation. 5. Carry out operation check of steering brakes and hydraulics if hooked up to an implement. 6. When moving on internal farm roads do not exceed 40 km per hour on farm or 50 km on road. Drive to the conditions and Operating Manual of any attached Implements. 7. Travel at speed appropriate to the terrain.

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<p>Operating Procedures (cont...)</p>	<ol style="list-style-type: none"> 8. Beware of holes, stumps, rocks and gutters that may cause an accident. 9. If there is an implement attached, only travel to the SOP rated speed which will set the tractor speed. 10. Ensure all locking devices are in place when moving. 11. Take time to assess the area / paddock before you start working by taking note of any hazards; water pipes, gullies, trees, structures, power lines or other obstacles. If in doubt, check with the Farm Manager. 12. Check the slope of the land to ensure the vehicle is safe from roll over. Clear area of obvious hazards. 13. Look over both shoulders when reversing. Be aware of your surroundings. 14. When backing up to an implement and a colleague is helping you, make sure that they are not standing between you and the implement at any time that the tractor is running. 15. Always disengage blades before leaving the machine. 16. Always use the handbrake or transmission lock when leaving the machine. 17. Put the machine in neutral and apply handbrake/transmission lock before shut down. 18. Ensure machine has shut down completely before checking blades or blockages 19. Always remove ignition keys if required from a parked mower and place the keys in the agreed storage location. 20. Report any faults to the mower/whipper snipper to the Farm Manager. 21. At completion of task, place all control levers in neutral position, apply park brake, turn off engine and remove keys. 22. Maintain 3-points of contact when climbing down from mowers. 23. At the completion of operation, remove all rubbish from the cabin and Ensure all the proper protective clothing/equipment is worn during cleaning operation. <p style="text-align: center;">Always work SLOWLY and CAREFULLY</p>
<p>Housekeeping</p>	<ol style="list-style-type: none"> 1. Keep machine parts clean and free of accumulation of grain, foreign material, dirt or debris. 2. Record all required information on the correct paperwork provided. 3. Keep the work area in a clean and tidy condition. 4. Inspect machinery for damage and repair prior to using again and report through the Company app or directly to Mechanic and Farm Manager. Tag out if not safe to operate. 5. Clean all machinery with a high-pressure cleaner or air compressor if needed. 6. Place the key back into the key register or if out in paddock place in an appropriate place.

Operation of this Procedure

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If you are unsure or unclear about any aspect of this Safe Work Procedure, or any procedural step required to safely perform the task, please seek further assistance, and do not engage in such activity.

Any Employee who does not abide by this Safe Work Procedure will be subject to disciplinary action which may include dismissal with or without notice, depending on the severity and gravity of the offending conduct.

Employee Name: _____

Employee Signature: _____ Date: _____

Supervisor Name: _____

Supervisor Signature: _____ Date: _____