

STANDARD OPERATING PROCEDURES

Trimmer - Hedge

DO NOT use this machine unless you have received authorization from the Shop Coordinator



Heavy-duty gloves must be worn at all times.



Safety glasses must be worn at all times.



Work boots must be worn at all times.



Hearing protection must be worn.

Potential Hazards and Injuries

- ⚠ Spills/Leaks
- ⚠ Cuts/Lacerations
- ⚠ Flammable Hazards
- ⚠ Fumes (Inhalation)
- ⚠ Eye/Face/Hand Injury
- ⚠ Shoulder Strain
- ⚠ Projectiles
- ⚠ Electrocutation

Pre-Operational Safety Checks

- ✓ Ensure tool is off when inspecting.
- ✓ Make sure all guards are in place before operating equipment.
- ✓ Make sure all parts are securely attached. Inspect spark plug cap and lead to make sure they are not damaged, otherwise electric shock can occur.
- ✓ Grease and lube machine according to manufacturer's recommendations.
- ✓ Clean air filter according to manufacturer's recommendations.
- ✓ Check fuel lines and gas tank for leaks.
- ✓ Read and understand safety manual.
- ✓ Put on required PPE before using equipment.
- ✓ Long sleeve shirt is preferred.
- ✓ Be aware of your surroundings, including electrical hazards.
- ✓ Safety zone is 20 feet away from another person.
- ✓ Visually examine area and remove objects trimmer could throw.

Safe Practices During Operation

- ✓ Hold equipment steady with two hands and guide to the area you want to till. Utilize a side-to-side sweeping motion when cutting.
- ✓ If spark, knock, or pinging occurs during a normal load at a steady engine speed, stop operating and change gasoline brand
- ✓ When refueling, make sure the room or location you are refueling in is well ventilated. Ensure that absorbents are close at hand, especially when refueling. Have an ABC fire extinguisher available for use in the event of an accidental fire.
- ✓ Only start the trimmer on the ground.
- ✓ Position body and feet to maintain balance. Avoid overreaching.
- ✓ Watch for uneven surfaces, holes and slopes; take extra care with footing to avoid slips, trips and falls.
- ✓ Keep hands away from moving parts. Use both hands while operating the tool.
- ✓ Keep hands, arms and dry debris away from the muffler, it can result in burns or fires. Be aware of possible combustible material and use caution when identified.

DON'T

- ⊗ Do not start the trimmer against your body.
- ⊗ Do not cut above shoulder height.
- ⊗ Do not operate on concrete or other hard surfaces
- ⊗ Do not operate within 10 feet of electrical power lines.
- ⊗ Never start the equipment indoors as exhaust can create a harmful breathing atmosphere.
- ⊗ Do not try to remove debris or make adjustments while the machine is in operation; make sure machine is off before clearing.
- ⊗ Avoid cutting with the tip of the trimmer.

SOP must be used in conjunction with an effective training program