

# Safe Operating Procedure Push Lawn Mower

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We are located at:  
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The instructions recommended within this document apply to normal risk conditions. If the Push Mower is to be operated in a dangerous or hostile environment, the user/client is responsible for conducting an appropriate risk analysis and applying suitable controls to mitigate those additional risks.

This instruction should be read in conjunction with the Risk Assessment procedure for the Push Lawn Mower.

## Safety risks:

- Rapidly rotating cutting blades
- Ejecting material and flying debris
- Noise
- Manual handling

**WARNING: Do not wear loose fitted clothing or jewellery and ensure long hair is contained**

**You must wear this personal protective equipment when doing this task:**

**Sun protection must be worn including sunscreen and a wide brim hat.**



## Pre-Operational Check:

- ✓ Locate and ensure you are familiar with all machine operations and controls.
- ✓ Ensure mower is clean.
- ✓ Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
- ✓ Ensure cutting blades are sharp, secure and in good condition.
- ✓ Check for any loose, broken, missing or damaged parts. Replace as needed.
- ✓ Identify ON/OFF switch and emergency stop button.
- ✓ Ensure all other employees are clear of the immediate work area.

## Safe Operation:

1. Do not use in close proximity to other workers.
2. When you start up the machine, listen for unusual noises or vibrations.
3. Keep your hands and feet away from moving parts at all times.
4. Clear the area to be mowed of debris that may be thrown.
5. Watch for ejecting material. Ensure no person or animal is endangered when operating equipment.
6. Avoid mowing in wet conditions due to lack of traction.
7. Maintain a proper balance and secure footing.
8. Operate at a speed slow enough to keep control over unexpected hazards.
9. Mow in a forward direction.
10. When mowing on a slope, mow across the slope. This keeps a better distance between you and the mower in case of a slip.
11. Allow the mower to cool down before refueling.
12. Ensure good housekeeping practices are in place to minimize waste build-up.

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13. Never leave mower running unattended.

### **Storage & Maintenance:**

1. Turn off the fuel supply when work completed.
2. Remove any foreign material from in and around engine and cater parts.
3. Before adjusting or cleaning grass clogs, shut off the mower, remove the spark plug lead and allow it to come to a complete standstill.

# Push Lawn Mower Risk Assessment

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Likely Risk Issue	Who/ What may be harmed? (Specific Persons)	What is the Rate Level? (Rate risk as Low, Medium or High)	What Risk Control Actions Needs to Be Taken? (What needs to be considered so that the risks are identified and effectively controlled)	Time Frame
Entanglement	Participants Operators Spectators Staff	Severity of Risk (S) – 2 Likelihood of Risk (L) – 1 Overall Risk (S x L) = 2 <b>LOW</b>	<ul style="list-style-type: none"> <li>Ensure clothing, gloves, hair or other such items are kept clear of moving parts of the lawn mower</li> </ul>	Each hire
Noise	Participants Operators Spectators Staff	Severity of Risk (S) - 2 Likelihood of Risk (L) - 2 Overall Risk ( S x L) = 4 <b>MEDIUM</b>	<ul style="list-style-type: none"> <li>Ensure adequate hearing protection is worn</li> </ul>	Each hire
Fire, Heat, Burns, explosion	Participants Operators Spectators Staff	Severity of Risk (S) - 1 Likelihood of Risk (L) - 2 Overall Risk ( S x L) = 2 <b>LOW</b>	<ul style="list-style-type: none"> <li>Ensure equipment is maintained and in good condition before use DO NOT USE FAULTY EQUIPMENT. REPORT IMMEDIATELY</li> <li>Use equipment as per manufacturers recommendations</li> <li>No naked flames in work area</li> <li>Ensure mower is in a well-ventilated area to prevent inhaling vapours or fumes</li> <li>Take caution when fuelling, clean up spills</li> <li>Allow mower to cool down before re-fuelling or packing away</li> <li>Put mower in a suitable location for safe operation and away from obstruction</li> <li>Never run the equipment in excess</li> <li>Wear correct PPE</li> </ul>	Each hire
Slips, Trips and falls	Participants Operators Spectators Staff	Severity of Risk (S) - 1 Likelihood of Risk (L) - 2 Overall Risk (S x L) = 3 <b>LOW</b>	<ul style="list-style-type: none"> <li>Wear appropriate footwear</li> <li>Ensure appropriate cleaning and housekeeping practices are maintained to minimise the risk of slips, trips and falls</li> </ul>	Each hire

## 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.