

Plimmerton Croquet Club

Safe Work Procedure for Lawn Mowers

1. Introduction

This Safe Work Procedure (SWP) is to be used when using lawn mowers at Plimmerton Croquet Club (PCC). All members of PCC and its volunteer Approved Handlers MUST adhere to the SWP when using the mowers on the lawns and surrounds.

Note that there are separate, specific SWPs for the boom spray unit and for using hazardous substances.

2. Before Starting

- Read the manufacturers' instructions carefully
- Follow the instructions at all times
- Make yourself familiar with the controls and proper use of the equipment
- Do not smoke, eat or drink while using or refilling the mower
- Never allow children or those unfamiliar with these instructions to use the lawnmower
- Never mow while people, children or animals are nearby.

3. Preparation

- While mowing, always wear substantial footwear and long trousers
- Do not operate the mower barefoot or when wearing sandals
- Use ear protectors and other PPE as appropriate
- Before mowing inspect the area and remove any objects which may be thrown up by the mower
- Only add fuel before starting the engine and never remove the fuel cap while the engine is running or hot
- If petrol is spilled move the mower away from the spillage without starting the engine
- Before using, check that the mower is in generally good condition, that all bolts and screws are secure and that the cutter assembly is not worn or damaged.

4. Operation

- Do not operate the engine in a confined space
- Mow only in daylight or in good artificial light
- Walk, don't run
- Take care when changing direction
- Use extreme caution when reversing or pulling the mower towards you
- Disengage all clutches before starting the engine
- Start the engine according to the instructions and with feet well away from the blades

- Do not start the engine when standing in front of the cutting reel
- Keep hands and feet clear of moving parts at all times
- Stop the cutting cylinder when (a) emptying the catcher (b) crossing surfaces other than grass
- Never operate the mower with defective guards or without the safety devices
- Do not change the engine governor settings or overspeed the engine
- Stop the engine and disconnect the spark plug before clearing blockages or checking, cleaning or doing other work on the mower
- If a foreign body is hit, stop the engine and inspect for damage
- If the mower vibrates abnormally, stop the engine and inspect for damage
- Do not leave the mower unattended with the engine running.

5. Maintenance and Storage

- Keep all nuts, bolts and screws tight to ensure the mower is in a safe working condition
- Never store the mower with petrol in the tank inside a building where there might be an open flame or spark
- Allow the engine to cool before storing in any enclosure
- To reduce the fire hazard keep all parts of the mower and the petrol storage are free of grass, leaves or excessive grease
- Check all parts of the mower frequently for wear or deterioration and replace any worn or damaged parts
- If the fuel tank has to be drained, do it outdoors.