**Safe Work Practice**

**HEDGE TRIMMER**

****** *This task may only be performed by trained and authorized personnel.*

|  |  |  |
| --- | --- | --- |
| **Hazards Present:*** Flying debris
* Sharp blades
* Noise
* Hot surfaces / fire
* Allergens (dust and pollen)
* Gasoline / carbon monoxide
* Electrical cords
* Musculoskeletal Injuries / awkward positions
 | **Personal Protective Equipment****(PPE)****or Devices Required:*** Protective eyewear / face shield
* Protective gloves /clothing
* CSA approved footwear
* Hearing protection
* N95 Respirator
* High visibility vest (if working near traffic or other PME)
* Leather or rubber gloves
 | **Additional Training****Requirements:*** Operation manual
* Hearing and noise awareness (mySafetyAssistant)
* Ladder Safe Work Procedure (if applicable)
 |

**DANGER: Failure to follow this Safe Work Practice may result in SERIOUS INJURY or DEATH.**

***NOTE:*  *All procedures obtained from mySafetyAssistant™, operator manuals or other samples must have the consultation of workers and be thoroughly reviewed to ensure they are accurate for your workplace and your jobs!***

***NOTE*: Workers must be trained in a way that demonstrates they are competent. JUST READING a SWP is NOT training. Workers must demonstrate they can safely perform task and trainer/supervisor must follow up regularly to ensure workers are performing task in a safe manner. Document each occurrence in the employee’s training record.**

|  |
| --- |
| **WARNING: Hedge Trimmer is only designed for the purpose of trimming bushes or hedges and must not be used for other purposes.** **Health Effects: Dust created when using lawn and landscaping tools can contain chemicals known to cause cancer, birth defects and other reproductive harm (i.e. compounds in fertilizers, compounds in insecticides, herbicides and pesticides, crystalline silica from sand, bricks and other masonry dust). Ensure you protect yourself with a respirator designed to filter these microscopic dusts.****Pre-Use Inspection:*** Ensure operator is wearing snug fitting clothing which does not restrict movement
* Do not wear scarves, neckties or jewelry
* Tie up/back long hair
* Ensure trimmer is in good condition including but not limited to;
	+ Blade lock / brake
	+ Stop switch and trigger move easily
	+ Spark plug boot (gas models) is secure
	+ Cutting blades are clean, sharp and free from damage
	+ Fuel cap (if gasoline operated)

**NEVER operate a defective hedge trimmer**. If found defective, lock and tag-out from service and report defects to your supervisor.* Ensure blades do not operate when trigger is released; tag and remove from service if blades move during idle
* Check work area for obstacles (stones, fences, children, animals, etc.)
* Clear your work area of bystanders. Ensure no one is within 50 feet of your work space.

**Transporting the Trimmer:*** Turn off the engine
* Use blade guard
* Carry trimmer by the handle with cutting blades behind you
* Ensure the fuel tank is empty to avoid leakage

**Fueling the Trimmer:** (gas trimmer only)* Shut off engine before refuelling let engine cool for at 10 minutes before refueling to avoid risk of ignition; Even if engine is cooled down, always use a proper filling device and exercise caution to prevent spilling onto engine or exhaust
* Clean around filler cap before removing
* Do not smoke
* Always wear protective gloves when refueling; Change and clean protective clothing regularly
* Release fuel cap slowly to release pressure
* Fuel trimmer in a well-ventilated area
* Wipe up any spilled fuel and dispose of rags contaminated by fuel in a container that is stored in accordance with the Manitoba Fire Code
* Ensure there is no fuel leakage; If fuel spills onto the ground, follow your spill procedure

**Gas** * Always use caution when working with or around gasoline as it is extremely volatile due to its flammability
* Avoid skin contact with petroleum products; Do not inhale fuel vapour
* Ensure you use the correct fuel mixture in the gas tank; Wrong mixture can damage your tool and could potentially cause injury
* Ensure your Hedge Trimmer is stored in a secure environment to avoid gas leaks and spills (fire hazard)

**Electric Trimmer Precautions:*** Do not use in rain or if hedges are wet
* Do not drape cord over trimmer; keep cord away from trimmer
* Use only outdoor-rated extension cords; do not use damaged extension cords
* Ensure a Ground Fault Circuit Interrupter (GFCI) is provided on the circuit or outlet for the hedge trimmer
* Never yank hedge trimmer cord to disconnect from the receptacle

**Proper operation:**1. Engage the blade lock
2. Place trimmer on firm, open ground to start
	1. Ensure gas models are started away from fuelling area
	2. **Do not drop start a trimmer**
3. Hold trimmer firmly in both hands; never operate trimmer with one hand; Never force the hedge trimmer
4. Ensure well-balanced footing at all times
5. Move your body with the trimmers; do not twist from the waist
6. Do not operate trimmer above shoulder height and where the cutting blades cannot be seen; do not overreach
7. Turn engine off or disconnect power supply if cutting blades become jammed, or you encounter any other problems
8. Clear fallen branches and cuttings
9. Avoid making contact with the ground or other objects
10. Never lay down the Hedge Trimmer onto dry grass or combustible materials, as this poses a fire hazard.

**Never work while in a tree****Do not touch blades or gear box as they get hot during operation****Do not operate gas trimmer indoors** |

|  |
| --- |
| **Servicing:**1. Servicing and repairs must ONLY be carried out by trained personnel.
2. Follow lockout procedure when performing maintenance.
3. ONLY original manufacturer replacement parts are approved for use.
4. Follow lockout procedures and remove from service if tool is defective or damaged.
 |

**In case of emergency *or* equipment malfunction:
Engage emergency stop *and* follow the lock out procedures.**

***NOTICE:* Report all hazardous situations to your supervisor without delay!**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Guidance Documents / Standards /Applicable Legislation / Other:****Guidance Documents**:* Manufacturer’s Operation Manual

**CSA Standards*** CSA Z94.3-02 Eye and Face Protectors
* CSA Z94.2-02 Hearing Protection Devices
* CSA Z195.1-02 Protective Footwear

**MB Workplace Safety & Health Regulation, MR 217/2006:*** Part 6 Personal Protective Equipment
* Part 12 Hearing Conservation and Noise Control
* Part 16 Machines, Tools and Robots
* Part 38 Electrical Safety General
 | **This Safe Work Practice will be reviewed any time the task, equipment, or materials change and at a minimum every three years.**

|  |
| --- |
| Completed / Approved By: |
|  |
| Date Completed: |
|  |
| SWP Last Reviewed / Revised by and date: |
|  |

 |

**This Safe Work Practice has had the consultation of the following workers:**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_