Safe Work Procedure

**NOTE: DO NOT use this machine unless you have been trained in its safe use and operation.**

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| Description of Work: | | | Using a Hedge Trimmer (Electric) | | | | | | | | |
| Picture of an electric hedge trimmer | | | | | | **Potential Hazards:**  Exposed moving parts with the potential to cause harm through entanglement, impact and cutting, shearing or crushing injuries, electrical hazards, ergonomics, vibration, noise, slips, trips and falls and dust. | | | | | |
| **Personal Protective Equipment (PPE) Required** *(Check the box for required PPE*): | | | | | | | | | | | |
| hand protection Gloves | | dust mask Face Masks | | safety gogglesEyeProtection | face shield Welding Mask | | foot protection Appropriate  Footwear | | hearing prot Hearing Protection | safety apron Protective Clothing | |
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| **Safe Work Procedure Checklist:** | | | | | | | | | | | |
| 1. PRE-Operation:   * Check for obvious faults and defects including electric cord for signs of wear or damage. * Identify ON/OFF switch. * Wear adequate and appropriate PPE.   2. Operation:   * + Exercise caution in relation to the electrical lead.   + Hold trimmer firmly with both hands.   + Ensure firm footing.   + Move your body with the trimmer; do not twist from the waist.   + Do not cut over shoulder height.   + Do not walk with trimmer whilst cutter is spinning.   + Do not use in the rain or wet conditions.   3. POST-Operation:   * Ensure cutters have stopped before removing waste material * Ensure cutters have stopped before placing trimmer on the ground. * Ensure equipment is returned to storage area after use. | | | | | | | | | | | |
| **Competent Persons** (The following persons are authorised to operate, supervise and test students on the equipment/process). | | | | | | | | | | |
| **Name:** | **Title:** | | | | | | | **Contact Details:** | | |
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