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 protectionGloves | dust maskFace Masks | safety gogglesEyeProtection | face shieldWelding Mask | foot protectionAppropriateFootwear | hearing protHearing Protection | safety apronProtective Clothing |
| [x]  | [ ]  | [x]  | [ ]  | [x]  | [x]  | [x]  |
|  **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.
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| **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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