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 (Fuel) |
| **Hedge Trimmer** | **Potential Hazards:** Exposed moving parts with the potential to cause harm through entanglement, impact and cutting, shearing or crushing injuries, exposure to noise, manual handling injuries, slips, trips and falls, and risks associated with the use of fuel and inhalation of exhaust fumes 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.
* Identify ON/OFF switch.
* Wear adequate and appropriate PPE.

2. Operation:* + Hold trimmer firmly in 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.
	+ Turn off trimmer prior to refuelling.
	+ Refuel only in well-ventilated area.

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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