Safe Work Procedure

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

|  |  |
| --- | --- |
| Description of Work: | Using an Electric Whipper Snipper |
| Electric Whipper Snipper   TRIMMER WHIPPER SNIPPER 700W BLACK & DECKER | **Potential Hazards:** Exposure to moving parts with the potential for harm through entanglement, impact and cutting, electricity, ergonomics, noise, vibration, 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:* Ensure equipment including electric cord is free of any signs of wear or damage.
* Operator to inspect work area to ensure that work surface is even and stable to prevent slips, trips and falls.
* Always turn off whipper snipper before replacing line.
* Wear the appropriate PPE.

2. Operation:* Keep hands, feet and loose clothing away from all moving parts.
* Do not overreach and ensure proper footing and balance.
* Never leave whipper snipper running unattended.
* Ensure moving parts have come to a complete stop before performing any maintenance or cleaning.

3. POST-Operation:* Ensure moving parts have completely stopped before storing.
* Disconnect from power supply after use.
* Electrical lead should be coiled and tied for protection against damage and for ease of storing.
* 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:** |
|  |  |  |