



## Safe Operating Procedures

SOPs are designed to help employees identify hazards, limitations, PPE, & safety training for specific equipment/tasks. Environmental Health and Safety, 414 J.M. Smith Hall

	<b>Equipment/ Task Name</b>	Walk behind Mower Equipment (Push Mower)
	<b>Departments Impacted</b>	<ul style="list-style-type: none"> <li>Physical Plant (Landscape)</li> <li>Biology (Meeman Field Station Caretaker)</li> </ul>
	<b>Purpose</b>	A walk behind mower is a machine utilizing one or more revolving blades to cut a grass surface to an even height. Walk-behind rotary mowers come in two basic types: self-propelled and push.
<b>TASK</b>	<b>HAZARDS</b>	<b>CONTROLS</b>
1. Preparing for Use (i.e. – check fluids, deck, blade, loose parts.)	Skin or eye contact with fuel	<b>PER Safety Data Sheet (SDS) for fuel / oil</b> <ul style="list-style-type: none"> <li>Wear appropriate gloves.</li> <li>Wear safety goggles or face shield.</li> </ul>
	Hand hazard and foot hazard	<ul style="list-style-type: none"> <li>ALWAYS make sure the mower is “OFF” before: <ul style="list-style-type: none"> <li>Inspecting</li> <li>Trying to remove debris from the deck</li> <li>Trying to remove debris from the debris discharge area</li> </ul> </li> <li>Wear proper hand protection (gloves) during the initial inspection of the mower and when removing debris.</li> </ul>
2. Fueling	Fire/Burns	<ul style="list-style-type: none"> <li>Add fuel outside or in approved well-ventilated area using approved fuel containers.</li> <li>Clean-up spills immediately with absorbent; do not start engine until fumes have dispersed.</li> <li>Do not add fuel to hot engine.</li> <li>Keep fuel away from heat sources, sparks, and open flames.</li> </ul>
3. Inspect area and weather conditions.	Bodily injury	Clear the area of debris such as rocks, twigs, branches, etc.
	Slips, trips, and falls	<ul style="list-style-type: none"> <li>Be aware of the surroundings. Avoid stepping on objects that may cause a slip, trip, or fall.</li> <li>Do not cut grass if it is too wet.</li> </ul>
	Lightning strikes	Never cut grass during an electrical storm. Seek shelter indoors.
4. Operating a Lawn Mower	Muscle strain	Assess muscle strength when starting the engine by rapidly pulling the recoil-start rope.
	Eye injury	<ul style="list-style-type: none"> <li>Wear safety goggles/safety glasses with side shields or wear face shield.</li> </ul>
	Hand injury	Wear appropriate gloves.
	Hearing damage	Wear ear plugs or ear muffs.



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	Burns	Avoid contact with hot parts of engine such as muffler, etc.
	Electric shock	<ul style="list-style-type: none"> <li>Follow manufacturer's instructions.</li> <li>Stay an approved distance from all power lines.</li> <li>Secure area if electrical hazards are present.</li> </ul>
5. Procedure for malfunctioning or broken equipment	Bodily injury	<ul style="list-style-type: none"> <li>Obtain Accident Prevention Tag- mark equipment "Do Not Use" – specify problem or hazard.</li> <li>Whenever possible isolate power source so equipment cannot be used. (Lock Out- Tag Out).</li> <li>Notify shop and/or take equipment to shop.</li> </ul>
<b>Required Personal Protective Equipment</b>		<b>Required Training</b>
<ul style="list-style-type: none"> <li>Hearing protection</li> <li>Safety glasses or face shield</li> <li>Appropriate gloves (for dispensing fuel – optional for use of lawn mower)</li> </ul>		<ul style="list-style-type: none"> <li>Training with a competent person</li> <li>Personal Protective Equipment</li> <li>Read, understand, and follow manufacturer's safety instructions</li> </ul>
<b>Equipment Procedures/Requirements</b>		
<ol style="list-style-type: none"> <li>Operate equipment in strict accordance with Manufacturer's instructions.</li> <li>Only authorized users can operate equipment.</li> <li>Report any observed defect or safety hazard to your supervisor immediately.</li> <li>Where any object handled would possibly cause injury to feet if dropped, safety shoes will be worn.</li> <li>Where any object handled could possibly cause cuts, punctures or abrasions to hands, appropriate gloves will be worn. (Exception: where rotating machinery presents a greater hazard of entangling gloves, they are optional at the supervisor's discretion).</li> <li>Keep hands, hair and loose clothing clear of all moving parts.</li> </ol>		
<b>Additional Precautions for fuel powered engines</b>		
<ol style="list-style-type: none"> <li>Always operate in an open well-ventilated area or vent the engine exhaust directly outdoors.</li> <li>Never fuel the engine while running or in the presence of an open flame.</li> <li>Wipe up spilled fuel immediately and wait for fumes to disperse before starting the engine.</li> <li>Never remove the radiator pressure cap from liquid cooled engines while they are hot to prevent scalding.</li> <li>Stop the engine before performing any maintenance or troubleshooting. The ignition system should be disabled to prevent accidental start of the engine.</li> <li>Keep all guards and shields in place.</li> <li>Keep hands, hair and clothing away from moving parts.</li> </ol>		
<b>SOP ID</b>	<b>G006</b>	<b>Related Documents</b>
		<b>Creation/Revision Date</b>
		<b>07/23/2018</b>

Suggestions, questions, or comments? Please contact EH&S