



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

	Equipment/ Task Name	Weed Trimmer Equipment
	Departments Impacted	<ul style="list-style-type: none"> Physical Plant (Landscape) Biology (Meeman Field Station Caretaker)
	Purpose	A weed trimmer is a tool which uses a flexible monofilament line instead of a blade for cutting grass and other plants near objects, or on steep or irregular terrain.
TASK	HAZARDS	CONTROLS
1. Preparing/Fueling Equipment	Skin or eye exposure to fuel/oils	<ul style="list-style-type: none"> Per SDS: Wear appropriate gloves for fuel. Wear safety glasses.
	Fire/Explosion	<ul style="list-style-type: none"> Never add fuel to hot or running equipment. Always add fuel outdoors, ensure fuel cap is secure before use of equipment. Do not add fuel near open flame, sparks or other ignition sources. Clean fuel spills immediately; do not start engine until fumes have dispersed.
2. Operating Trimmer	Eye Injury	Wear safety glasses or full face shield as needed to prevent injury from flying objects.
	Hearing damage	Wear hearing protection: ear plugs or ear muffs.
	Bodily injury: Cuts, scrapes, burns, etc.	<ul style="list-style-type: none"> Remain aware of your surroundings and be aware of changing conditions. Watch for loose materials that can become airborne. Maintain control of equipment at all times. Keep hands and fingers away from moving parts. Avoid contact with hot engine parts.
	Muscle strain	<ul style="list-style-type: none"> Use proper ergonomics; maintain balance, avoid overreaching and twisting. Never bend and twist at the same time.
	Injury to others	<ul style="list-style-type: none"> Use signs, cones, barricades to warn others of work activities. Maintain a reasonable safety zone from others - do not allow debris to fly towards pedestrians. Suspend use if heavy pedestrian traffic is present. Be aware of changing conditions.
3. Site Safety	Bodily injury from vehicles, bicyclists, etc.	<ul style="list-style-type: none"> Place signs, cones, barricades, caution tape, and lookouts as needed. Wear reflective safety vests.



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4. Procedure for malfunctioning or broken equipment	Bodily injury	<ul style="list-style-type: none"> • Obtain Accident Prevention Tag- mark equipment "Do Not Use" – specify problem or hazard. • Whenever possible isolate power source so equipment cannot be used. (Lock Out- Tag Out). • Notify shop and/or take equipment to shop. 		
Required Personal Protective Equipment		Required Training		
<ul style="list-style-type: none"> • Hearing protection • Safety glasses or face shield • N95 respirator • Gloves • Long pants 	<ul style="list-style-type: none"> • Training with a competent person • Lockout/Tagout Training (LOTO) • Personal Protective Equipment 			
Equipment Procedures/Requirements				
<ol style="list-style-type: none"> 1. Operate equipment in strict accordance with Manufacturer's instructions. 2. Only authorized users can operate equipment. 3. Report any observed defect or safety hazard to your supervisor immediately. 4. Where any object handled would possibly cause injury to feet if dropped, safety shoes will be worn. 5. 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). 6. Keep hands, hair and loose clothing clear of all moving parts. 				
Additional Precautions for fuel powered engines				
<ol style="list-style-type: none"> 1. Always operate in an open well-ventilated area or vent the engine exhaust directly outdoors. 2. Never fuel the engine while running or in the presence of an open flame. 3. Wipe up spilled fuel immediately and wait for fumes to disperse before starting the engine. 4. Never remove the radiator pressure cap from liquid cooled engines while they are hot to prevent scalding. 5. Stop the engine before performing any maintenance or troubleshooting. The ignition system should be disabled to prevent accidental start of the engine. 6. Keep all guards and shields in place. 7. Keep hands, hair and clothing away from moving parts. 				
SOP ID	G004	Related Documents	Creation/Revision Date	07/20/2018

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