

Pro_266	Standard Operating Procedure – Use of a Lawn Mower
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Record of SOP development

Version	Date approved	Date for review
2021/1		

Responsibilities and delegations

This procedure applies to	CEO, managers and supervisors, workers (<i>inclusive of volunteers</i>).
Procedure approval	Quality & Risk Committee

Policy context – this policy relates to:

Standards	<ul style="list-style-type: none"> AS/NZS ISO 45001:2018 Occupational health and safety management systems-Requirements with guidance for use Code of Practice – How to Operate a Lawn Mower National Standards for Disability Services 2013
Legislation	<ul style="list-style-type: none"> Queensland Work Health and Safety Act and Regulations Queensland Electrical Safety Act and Regulations National Disability Insurance Scheme Act 2013
Organisation policies	<ul style="list-style-type: none"> WHS Policy WHS Responsibilities WHS Risk Management Code of Conduct
Forms, record keeping, other documents	<ul style="list-style-type: none"> General Risk Assessment Client Risk Assessment Risk Register

1. PURPOSE

To provide a procedure to outline the requirements needed to safely operate a lawn mower

2. SCOPE

The purpose of this SOP is to assist and supervise our participants while they maintain their own lawns within their residence.

3. INTENTION

- Provide instructions on the use of the equipment prior and during operation
- Ensure that participants understand and recognise the hazards and risks involved.
- Provide training to participants so that they gain underpinning knowledge on how to operate a lawn mower.

4. PROCEDURE

Pre-Operational Safety Check

- Locate and ensure you are familiar with all machine operations and controls.
- Ensure mower is clean.
- Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
- Ensure cutting blades are sharp, secure and in good condition.
- Check for any loose, broken, missing or damaged parts. Replace as needed.

Operational Safety Check

- Clear the area to be mowed of debris that may be thrown.
- Watch for ejected material. Ensure no person or animal is endangered when operating equipment.
- Avoid mowing in wet conditions due to lack of traction.
- Maintain a proper balance and secure footing.
- Keep clear of moving machine parts.
- Operate at a speed slow enough to keep control over unexpected hazards.
- Mow in a forward direction.
- When mowing on a slope, mow across the slope. This keeps a better distance between you and the mower in case of a slip.
- Allow the mower to cool before refuelling.

Ending Operations and Cleaning up

- Turn off the fuel supply when work completed.
- Remove any foreign material from in and around engine and catcher parts.
- Before adjusting or clearing grass clogs, shut off the mower, and allow it to come to a complete standstill.
- Keep the work area and implement shed in a safe, clean and tidy condition.

5. PPE – Personal Protective Equipment

- Foot protection must be worn
- Eye and hearing Protection must be worn
- Sunscreen and Hat must be worn
- Protective clothing must be worn
- High Vis Vest must be worn

Potential Hazards

- Noise
- Rapidly rotating cutting blades
- Ejected material and flying debris
- Manual Handling

6. Sign off by authorised instructor

- The Life Choice WHS Officer will liaise with the House Coordinator and family/guardian to ascertain and authorise an appropriately staff member to undertake the training with the participant
- The sign off sheet (Appendix 1) will be used to record the training.
- The completed sign off sheet will be scanned into the participant's TRACCS record
- Once the training is completed the House Coordinator will advise the house support workers that the participant may commence the activity

Appendix 1

Participant Use of Lawn Mower

As the instructor I declare that:

- I have explained in an appropriate way each aspect of points 4. (Procedure) and 5. (PPE & risks) to the participant
- The participant understands each safety point
- I have verbally confirmed the participant's understanding of each safety point
- The participant can safely demonstrate how to use the mower based on each safety point

Participant name: _____

Date instruction given to participant: _____

Instructor name: _____

Instructor signature: _____

How to Operate a Lawn Mower – Risk Assessment

Likely Risk Issue	Who/ What may be Harmed	What is the Risk Level? (Low, Medium High)	What controls Actions need to be taken
Entanglement	Participants Spectators Support Workers	H10	Ensure clothing, gloves, hair or other such items are kept clear of moving parts of the lawn mower
Noise	Participants Spectators Support Workers	M6	Ensure adequate hearing protection is worn
Fire, heat, Burns, Explosion	Participants Spectators Support Workers	M8	<ul style="list-style-type: none"> • Ensure equipment is maintained and in good condition before use DO NOT USE • FAULTY EQUIPMENT. REPORT IMMEDIATELY • Use equipment as per manufacturers recommendations • No naked flames in work area • Ensure mower is in a well-ventilated area to prevent inhaling vapours or fumes • Take caution when fuelling, clean up spills • Allow mower to cool down before re-fuelling or packing away • Put mower in a suitable location for safe operation and away from obstruction • Never run the equipment in excess • Wear correct PPE
Slips, Trips and Falls	Participants Spectators Support Workers	M5	<ul style="list-style-type: none"> • Wear appropriate footwear • Ensure appropriate cleaning and housekeeping practices are maintained to minimise the risk of slips, trips and falls

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