


**Work Health and Safety: Safe Work Practice: Garden & Maintenance**

**Petrol Hedge Trimmer / Pole Pruner**

 <b>Risks.</b>	<b>Risk Level</b>	<b>Risk Controls</b>
Damage to ears from noise of Hedge Trimmer / Pole Pruner	Likelihood: E Consequence: 2 Rating = HIGH	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Restrict clients, animals and public from work area.</li> <li><input checked="" type="checkbox"/> Ear protection to be worn by workers.</li> </ul>
Injury to worker from hazards in the setting	Likelihood: C Consequence: 4 Rating = MODERATE	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Worker to assess environment and remove or isolate potential hazards e.g. branches at head height and low branches that block sight of area to be trimmed / pruned.</li> <li><input checked="" type="checkbox"/> Worker to assess environment and avoid over head power lines</li> <li><input checked="" type="checkbox"/> Worker to look for and avoid wasps and other creatures in branches</li> <li><input checked="" type="checkbox"/> When working near road/ footpath the operator or if necessary a watchperson will monitor pedestrian / traffic and work to cease if an unauthorised person comes within 10 metres of the machine.</li> <li><input checked="" type="checkbox"/> First aid kit available for prompt treatment of injuries.</li> </ul>
Damage to eyes, hands and other parts of body from particles / branches cut by Hedge Trimmer / Pole Pruner	Likelihood: B Consequence: 3 Rating = HIGH	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Worker to wear gloves to protect hands from sharp or falling objects.</li> <li><input checked="" type="checkbox"/> Worker to wear hard hat</li> <li><input checked="" type="checkbox"/> Restrict clients, animals and public from work area.</li> <li><input checked="" type="checkbox"/> Eye / hand and ear protection to be worn by workers (use full face shield, gloves and ear muffs).</li> <li><input checked="" type="checkbox"/> First aid kit available for prompt treatment of injuries.</li> </ul>
Manual handling injury from moving or using the Hedge Trimmer / Pole Pruner	Likelihood: D Consequence: 2 Rating = HIGH	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Worker competent in manual handling.</li> <li><input checked="" type="checkbox"/> Operator must use harness rather than just holding the machine.</li> </ul>
Damage to property or animals from branches cut by Hedge Trimmer / Pole Pruner	Likelihood: C Consequence: 4 Rating = MODERATE	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Worker to wear hard hat</li> <li><input checked="" type="checkbox"/> Worker to assess environment and remove or isolate potential targets.</li> <li><input checked="" type="checkbox"/> Restrict clients and public from work area.</li> <li><input checked="" type="checkbox"/> First aid kit available for prompt treatment of injuries.</li> </ul>
Vibration (white finger) injury from moving or using the Hedge Trimmer / Pole Pruner	Likelihood: C Consequence: 4 Rating = MODERATE	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Staff to alternate use between them and use other equipment between them from one job to the next.</li> <li><input checked="" type="checkbox"/> Staff to only use Hedge Trimmer / Pole Pruner for 30 minutes before having a break.</li> </ul>
Fire or explosion from petrol fumes	Likelihood: C Consequence: 4 Rating = MODERATE	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Refuelling outdoors only and only when engine is OFF – no smoking and clean up any petrol spill before starting the engine, petrol to be kept in shade and container closed when not in use.</li> </ul>

		<input checked="" type="checkbox"/> Fire extinguisher to be kept close to the refuelling area. <input checked="" type="checkbox"/> First aid kit available for prompt treatment of injuries.
Poisoning from petrol	Likelihood: C Consequence: 4 Rating = MODERATE	<input checked="" type="checkbox"/> Ensure that when not in use petrol container is kept in the van or ute out of reach of children
Dangerous carbon monoxide fumes if Hedge Trimmer / Pole Pruner operated in confined space	Likelihood: E Consequence: 4 Rating = RARE	<input checked="" type="checkbox"/> Do not operate Hedge Trimmer / Pole pruner in a confined or unventilated space.

<i>Mercy Services equipment</i>	<i>Others equipment</i>
Hedge Trimmer / Pole Pruner, fuel, oil, fire extinguisher (CO <sup>2</sup> ), harness for operator, Manufacturer’s instruction manual.  <b>Personal Protective Equipment Required:</b> mobile phone, yard work gloves, ear protection, eye protection, hard hat, work boots, sunscreen.	

<b>Activity</b>	<b>Worker behaviour</b>	<b>Client/other’s behaviour</b>
<b>Preparation</b>	<ol style="list-style-type: none"> <li>1. Ensure you are familiar with the handbook of instructions for use of the Hedge Trimmer / Pole Pruner.</li> <li>2. Visually check the area you will be working and clear away loose objects / trip hazards and be aware of over head power lines when lifting pole pruner into position.</li> <li>3. Make sure the Hedge Trimmer / Pole Pruner is the right tool for the task at hand.</li> <li>4. Apply Personal Protective Equipment.</li> <li>5. Transport the Hedge Trimmer / Pole Pruner to the work area.</li> <li>6. Check that the Hedge Trimmer / Pole Pruner is clean and free sticks and other build-up.</li> <li>7. Check that the cutting blade / chain is not bent, cracked, dull or worn.</li> <li>8. Replace damaged blades or pole pruner chain and or worn components.</li> <li>9. Attach Hedge Trimmer / Pole Pruner to engine unit (and extension pole if needed)</li> <li>10. Ensure the safety harness is adjusted so that your shoulders, arms and hands are relaxed and your back is straight(wear harness for jobs longer than 10 mins).</li> <li>11. Only start work if sure there will be enough daylight for the duration of work and clear up.</li> <li>12. Ensure other people are at least 10 metres away from where you are working and ask workmate to be observant of any people who enter the area.</li> </ol>	

<p><b>Operation</b></p>	<ol style="list-style-type: none"> <li>1. Before turning “On” Hedge Trimmer / Pole Pruner clear away any obstructions especially near the front of the cutting blade / chain.</li> <li>2. Be sure to check your surrounding work area for low power lines (10mtr clearance) and any other obstacles that may be of danger to yourself or others. E.g. Clotheslines, thick branches etc.</li> <li>3. Place one hand on the machine and operate the starter with the other hand.</li> <li>4. Keep hands well away from the blades or chain.</li> <li>5. Make sure your attention does not slip while operating the equipment – especially watch for trip hazards.</li> <li>6. Keep a firm grip with both hands and keep the blade or chain well clear of your body.</li> <li>7. Ensure your footing is solid – especially on slopes or wet ground.</li> <li>8. Walk, never run with equipment.</li> <li>9. Only cut at a pace the machine can handle.</li> <li>10. Rotate jobs or take rest breaks every 30 minutes to prevent fatigue or the development of vibration white finger.</li> <li>11. Stop and switch off the engine if machine becomes jammed or snagged on any object you are trimming / cutting. Do not use the machine again until you are sure that the blades / chain are clear of any foreign objects and the entire machine is safe to operate.</li> <li>12. Do not use Hedge Trimmer / Pole Pruner if it is making unusual noise or vibration, investigate the cause and have repaired by dealer when required.</li> </ol>	<p><b>There should be no unauthorised / unprotected people or animals within 10 metres of the Hedge Trimmer / Pole Pruner when in operation.</b></p>
<p><b>Completion</b></p>	<ol style="list-style-type: none"> <li>1. Stop the engine whenever you leave the machine.</li> <li>2. Allow the machine to cool if storing in confined space.</li> <li>3. Clean machine and lubricate cutting blades on pole pruner to stop any future jamming and rust on blades.</li> <li>4. Store machine in a ventilated area.</li> </ol>	

**As at 25/09/2015 this Safe Work Practice is authorised for use in:**

<i>Service</i>	<i>Position</i>
Home Maintenance	Maintenance Assistant

**Date for review of safe work practice:** September 2018 (or if injury or changes require)

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## COMPETENCY ASSESSMENT

### Petrol Hedge Trimmer / Pole Pruner Operation

Employee \_\_\_\_\_

Assessor \_\_\_\_\_

Date \_\_\_\_\_

**Desired Outcome:**

To use Hedge Trimmer / Pole Pruner to remove branches or prune trees / hedges without injury.

**Knowledge required:**

Worker must have read manufacturers operating manual for the Hedge Trimmer / Pole Pruner

Performance Criteria	Competence demonstrated	Comment
<b>Preparation.</b>		
1. Locates instruction manual for machine.		
2. Checks work area and remove any hazards.		
3. Assesses that a Hedge Trimmer / Pole Pruner is appropriate tool for the job.		
4. Applies all Personal Protective Equipment.		
5. Transports Hedge Trimmer / Pole Pruner to work area.		
6. Checks machine blades or chain is clear of build-up.		
7. Checks blades or chain are in good condition.		
8. Replaces damaged machine parts.		
9. Ensures harness is adjusted for operator.		
10. Attaches Hedge Trimmer / Pole Pruner to engine unit		
11. Only starts work when sufficient time.		
12. Ensures area is clear of unauthorised people.		
<b>Operation.</b>		
1. Keeps hands away from blades / chain.		
2. Turns "ON" machine on handle bar.		
3. Places one hand on machine and operates starter with the other hand. Uses choke when necessary, pulls starter cord to start machine.		
4. Maintains attention to job.		
5. Holds machine with both hands and keeps the blades or chain well clear of your body.		
6. Ensures stable footing.		

7. Walks – never runs		
8. Cuts at a pace the machine can handle.		
9. Rotates jobs after 30 minutes.		
10. Stops and switches “OFF” engine if any object is hit and jams machine, clears blades / chain with caution.		
11. Does not use machine after hitting an object unless sure it is safe to do so.		
12. Does not use machine if is making unusual noise or is vibrating badly, Investigates and has repaired by dealer when required.		
<b>Completion.</b>		
1. Stops engine when leaving the machine.		
2. Allows machine to cool if storing in confined space.		
3. Cleans machine and lubricates cutting blades on pole pruner, keeps in good cutting order and to prevent rust.		
4. Stores machine in a ventilated area.		

Is the worker assessed as being competent?  YES  NO

Any required follow up action/training: \_\_\_\_\_

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Signature of Employee..... Date.....

Signature of Assessor ..... Date.....