STANDARD OPERATING PROCEDURE

TASK: RIDE-ON MOWERS

SOP No: UPWW.QPC.SOP008 Version : 1.3 Date: 23 March 2006

Dept/Div/School: Division of Facilities Management

Supervisor/Manager: Operations Supervisors

Other Contacts: Ken Simpson

HAZARDS:
- Sloping ground
- Hot engines
- Stones, sticks and glass
- Low tree limbs
- Excessive dust, fractured decks and loose blades
- Noise levels
- Spinning cutting blades

PROTECTIVE EQUIPMENT & EMERGENCY EQUIPMENT
- Eye protection
- Hearing protection
- Dust mask (for dry areas)
- UV protection including Sunscreen and hat

BEFORE YOU START
- Check mower and refer to daily check list
- Do not operate a machine if you have not been trained in the correct use and safety procedures.
- Ensure the seat suspension has been adjusted to your weight. **Do not operate until this has been performed.**

NEVER........................
- Never Operate with safety chute up or off
- Never Travel along slopes greater than 15 degrees
- Never Face chute towards roadway or pedestrians
- Never Mow in close vicinity of pedestrians
- Never Hose machinery (engine) while hot
- Never Turn machine off immediately, idle down first
- Never Check under deck while blades are turning
- Do not travel quickly over rough surfaces as this along with non adjusted seating may cause back injury

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| **JOB STEPS** | Refer to daily maintenance sheets before using machinery.  
• Turn ignition to glo indicator.  
• Hold until indicator goes out, then start machine.  
• Proceed to work area.  
• Work in logical progressive manner.  
• Don’t double over already cut area.  
• Never face chute towards pedestrians or throw cut grass onto roadway.  
• Immediately cease cutting operation if pedestrians are in close proximity.  
• In hot weather intermittently check trash screen and clean as needed.  
• Always monitor temperature gauge.  
• If hot, turn off blades and idle down mower.  
• Check clean trash screen/radiator levels.  
• Keep bonnet up until mower cools to normal operating temperature, then proceed to mow.  
• Continually monitor work area.  
• On returning to shed check hydraulic fan if fitted.  
• Remove debris from around fan and hydro transmission.  
• Do not hose hot machinery – allow to cool down.  
• If time allows prepare mower for next days use.  
• Report breakdowns immediately to Supervisor and advise on location.  
• Continually monitor cutting area (ground condition). Adjust mower speed (travel) and/or seat suspension to suit |

| **WHEN YOU FINISH** | Hose off machinery once cool  
• Report any faults. |