# STANDARD OPERATING PROCEDURE

**TASK: UTILITY MOWER OPERATION**

**SOP No:** UPWW.QPC.SOP011  **Version:** 1.2  **Date:** 23 March 2006

**Dept/Div/School:** Division of Facilities Management

**Supervisor/Manager:** Operations Supervisors

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## HAZARDS:
- Loose materials at grassed area eg Glass, stones, sticks etc
- Pedestrian traffic
- Mower recoil and loose blades
- Sloping ground and obscured hearing
- Heat
- Rotating cutting blades

## PROTECTIVE EQUIPMENT & EMERGENCY EQUIPMENT
- Hearing protection
- Eye protection
- Steel capped boots
- UV protection including sunscreen & hat

## BEFORE YOU START
- Check blades, guards, filters and air level

## NEVER
- Never Operate without guard or with guards up
- Never Look under or feel under mower while operating
- Never Fuel up while mower is operating or hot.
- Never smoke while mowing or refuelling
- Never Walk backwards with mower on slippery bank or surface or slope
- Never Lift without assistance

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### JOB STEPS
- Disconnect spark plug lead and check blades for condition and tightness.
- Check air filter – clean or replace.
- When checking blades don’t lean mower over on carburettor side as this will cause flooding.
- Fill up if required (no smoking).
- Turn on fuel and prime approximately 3 times.
- Push throttle to start and place foot on rear tyre.
- Pull cord swiftly but smoothly (avoid jerking movement).
- Be aware of recoil.
- If machinery fails to start repeat steps 6 and 7 – turn fuel off if flooded.
- Mow area facing chute into lawn area.
- Don’t throw clipping onto roads or paths.
- Mow in a logical progressive pattern.
- Don’t double over previous work or back track.
- Continually be aware of pedestrians or traffic.
- Continually monitor work area.
- Do not mow over glass, sticks, or large obstacles.
- When finished, idle mower and allow to cool down.
- Turn off mower and turn fuel off.
- Never hose off engine if still hot.
- When hosing wear face and eye protection.
- Remove excess water from mower.
- Place mower in secure, safe place.

### WHEN YOU FINISH
- Report any faults.

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*Approved by: ............................................................. Date: .........................*

*Revised by K Simpson 23 March 2006*