

Safe Work Procedure		Hedge Trimmer (Gas and Electric)																																					
Department / Area: Physical Plant Services	Approved By: Regional Manager of Physical Plant Services	Date Created: September 5 2014	Review Date: Revised date:																																				
Potential Hazards: Fill in those that apply <table border="0"> <tr> <td>H</td> <td>M</td> <td>L</td> <td>Risk for Injury</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Awkward / Sustained postures – twisting, reaching</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Repetitive Movements - twisting</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Vibration – (hand, arm) increases effects with time</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Flying debris can hit operator or bystander</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Surfaces causing falls – rough terrain</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Reciprocating cutting bar</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Combustibles / flammables - gas</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Noise</td> </tr> </table>		H	M	L	Risk for Injury	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Awkward / Sustained postures – twisting, reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Repetitive Movements - twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vibration – (hand, arm) increases effects with time	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Flying debris can hit operator or bystander	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Surfaces causing falls – rough terrain	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reciprocating cutting bar	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Combustibles / flammables - gas	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Noise	Personal protective equipment / devices required / other safety considerations: <ul style="list-style-type: none"> ➤ Appropriate closed toe footwear ➤ Eye Protection / Goggles and Face Shield ➤ Hearing Protection ➤ No electronic devices when operating trimmer 	
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		Training / Reference Information: <ul style="list-style-type: none"> ➤ SCHIPP Module 1 training ➤ Department Orientation ➤ Operator's Manual ➤ WHMIS Training ➤ MSDS Training ➤ Ladder Training 																																					
Note: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.																																							
Employers must ensure that workers are trained and follow this safe work procedure. Steps to perform this task safely: <ul style="list-style-type: none"> ➤ When using the hedge trimmer, move your feet to turn with the machine rather than repetitively twisting your back. Reduce over-reaching as much as possible. ➤ Take micro breaks to reduce repetitive stress on arms and back. ➤ Always use the machine for its appropriate use. ➤ Avoid or take extra caution when working in areas close to where people are present. ➤ Let machine cool for 10 minutes or according to manufacturer guidelines before refilling it with fuel. Always use an appropriate funnel when refilling. Refuel in an area that is level and has adequate ventilation. For Electric Hedge Trimmer: <ul style="list-style-type: none"> ➤ Avoid using in wet conditions. ➤ Inspect cord for fraying. ➤ Watch cord is not in location of trimmer to avoid cutting cord. 																																							