

 DALHOUSIE UNIVERSITY Facilities Management Cyclone Rake XL/ Jet Path Vacuum Safe Work Procedure	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> July 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>
Service: Environmental	Shop: Grounds and Horticulture	
Hazards Identified: Dust and flying debris, noise, getting caught in moving parts, mower or tractor rollover, pinch points, hit on head		
Personal Protective Equipment Required: Hearing protection, goggles or safety glasses, safety boots, hand protection, hard hat,		
Training Required: Before using this equipment employees must be trained by a competent person in its proper use and care and in the proper use and maintenance of all required PPE.		

These safe work practices must be followed at all times and are to be reviewed annually.

1. Do not use this equipment unless you have been properly trained in its use and have demonstrated the required level of competence.
2. The required personal protective equipment must be used at all times while this equipment is being operated.
3. Always read and follow the manufacturer's operating manual, particularly information about start-up, operation, shut-down and maintenance.
4. This equipment is to be maintained by a qualified competent person.
5. Only employees fully qualified to operate the towing equipment are allowed to use this cyclone rake.
6. Follow the safe work practices for the towing equipment at all times.

7. Only use replacement parts recommended by the manufacturer.
8. Do not use anything other than 8 inch diameter tubing for the flow path.
9. Ensure that all vacuum system connections to the cyclone rake and the ride on mower are connected properly and secure.
10. Always check the mower and cyclone rake before each use to ensure they are working properly.
11. Ensure that the cyclone rake towing bar is properly connected to the mower.
12. Do not allow anyone to stand on the tow bar when the equipment is moving.
13. Always follow the manufacturers' recommended starting procedure.
14. Always shut off the cyclone rake and the mower before attempting to free any clogged debris from the vacuum.
15. Always follow the safe work practices for working on slopes.
16. Do not attempt to overload the collector.
17. Ensure that the collector is locked in its tilt position before attempting to empty the collector.
18. Always ensure that collector has been returned to its operating position once it has been emptied.
19. Always check behind you before backing up.
20. Always face backwards when backing up.
21. Ensure that the flow path tubing does not chaff against the mower wheels when turning.
22. Turn slowly and in a wide arc.
23. Always dump the collector in the designated area.
24. Always store the cyclone rake as recommended by the manufacturer.

