

 DALHOUSIE UNIVERSITY Facilities Management Gas Powered Pole Pruners/Saws Safe Work Instructions	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> January 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>
Service: Environmental Services		Shop: Grounds and Horticulture
Hazards Identified: Hand slipping on grip or handle, vibration, noise, flying projectiles, contact with solid obstructions, fire or explosion, contact with hazards products or fumes, over exertion in maintaining cutting rate, slippery or uneven terrain.		
Personal Protective Equipment Required: Safety boots, hard hat, safety goggles or safety glasses with side shields or a face shield, hearing protection, long trousers, safety gloves with anti-vibration pads on palms, dust mask, sunscreen		
Training Required: Before using this type of equipment employees must be trained by a competent person in its proper use and care. The operator's manual, tool safety markings and instructions for manufacturer approved attachments must be understood and followed by the operator at all times and reviewed regularly. Employees must be trained in the proper use and maintenance of all required PPE before operating this equipment.		

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

Pre-Operation

1. Do not cut any other material than wood with this tool.
2. Only use this pruner /saw for pruning limbs.

3. Know and understand all requirements specific to the brand of pruner / saw being used.
4. Any employee operating this equipment should be in good physical condition.
5. Do not operate this equipment if you are under the influence of alcohol, medications or drugs that can impair your vision, dexterity or judgment.
6. Do not operate this equipment if you are tired.
7. If you get tired as a result of operating this equipment take an appropriate rest break before continuing with the work.
8. Take short breaks to avoid exposure to excessive vibration or use pruners equipped with anti-vibration systems when ever possible.
9. Ensure that you use the required PPE whenever operating this equipment.
10. Never modify this equipment in any way and only use manufacturer approved parts and attachments.
11. Always check the pruner /saw prior to use, if it is damaged in any way, tag it, remove it from service and report the situation to your supervisor immediately.

Transporting and Fueling

1. DO NOT transport this power tool with the engine running.
2. If transporting if a truck or trailer ensure that the pruner / saw is held securely to prevent it from falling over and to avoid leakage of fuel or damage to the equipment.
3. If transporting the tool while walking grip it so that it is balanced and held in a horizontal position.
4. Always carry the tool with the muffler (particularly when it is hot) in front of you and away from your body and the cutting attachment behind you.
5. Always fit the scabbard over the cutting attachment before transporting the tool, regardless of the mode of transport.
6. Do not use fuel with an octane rating under 90.
7. Use only manufacturer recommended two stroke engine oil.

8. Do not smoke when working with or around gasoline.
9. Never mix fuel or add fuel to this equipment around any ignition source.
10. Avoid getting gasoline or oil on you skin or clothing.
11. Always shut off the engine and let it cool down before refueling.
12. Always fuel the pruner / saw in a well ventilated area, preferably outdoors.
13. Always take extra caution when removing the fuel tank cap in order to allow any pressure build up in the tank to release slowly.
14. Always choose a safe spot to refuel. Use a spill tray when ever possible.
15. Wipe any gas off the engine and clean up any spilled gasoline immediately after refueling.
16. Move at least 3 metres from the fueling area before attempting to start the engine.

Starting the Engine

1. Do not start the engine before removing the chain guard and checking to ensure the chain and chain bar are in good working condition and that chain tension is correct.
2. Do not start the engine until you check that all throttle components are working properly.
3. Ensure that the spark plug boot is securely mounted on the spark plug.
4. Ensure that the engine, pruner / saw attachment and the handles are clean and free of dirt, debris, oil, gas, resins, etc. before starting to work.
5. Always place the pole pruner on firm level ground to start the engine.
6. Ensure that your footing and balance are good before attempting to start the engine.
7. DO NOT attempt to "Drop Start" this equipment.
8. Make sure that the cutting attachment is clear of any obstructions.

Operation

1. Always hold the pole pruner with both hands.
2. Always use a shoulder strap, full harness or backpack carrying system to help support the pruner.
3. Ensure that your grip is firm but without excessive tension.
4. Always place your left hand on the pruner shaft and your right hand on the grip and throttle.
5. DO NOT under any circumstances attempt to operate the pruner with one hand.
6. Do not work from a ladder, from in a tree or from any place where your footing is unstable.
7. Do not over reach when making to cut.
8. Do not hold the engine above shoulder height.
9. Do not extend an adjustable shaft further than is necessary in order to reach the limb to be cut.
10. Always clear debris from the area in which you will be working.
11. Always take extra care in slippery conditions or on uneven terrain.
12. Always have an assistant when working with this equipment.
13. Shut the pruner off immediately if approached by someone.
14. DO NOT leave the pruner / saw running when it is unattended. Turn the engine off if the pruner is not in use.
15. Shut the engine off before attempting to clear a clogged chain.
16. Do not use the throttle lock to operate this equipment.
17. Always assess the tree to be trimmed before starting work.
18. Always establish an escape route away from the area where limbs will fall.
19. Do not operate the pruner at an angle greater than 60 degrees above the horizontal.

20. Always follow the manufacturer's recommendations regarding starting, cutting, maintenance, repairs and proper storage.