

 DALHOUSIE UNIVERSITY Facilities Management Ride On Mowers 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 Horticultural	
Hazards Identified: Sharp objects, sprains, strains, heat, exposure to the sun, back injuries, hitting head, being hit by items, slippery conditions, tripping hazards, roll over		
Personal Protective Equipment Required: Safety boots, safety gloves, hard hat, safety goggles or safety glasses with side shields or a face shield, hearing protection, long trousers		
Training Required: All Ride on Mower operators must be trained, evaluated and certified by a competent person. Training must include formal instruction, demonstrations of proper use by the instructor and practical exercises performed by the trainee. The operator must also be competent in the use and care of all required PPE.		

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

Pre-Operation

1. Always evaluate the area to be mowed before starting.
2. Check to ensure that all controls, safety switches, shields and/or guards are in place and working properly.
3. Do not operate the mower if it is damaged or malfunctioning in any way.
4. Only start the mower from the operator's position.
5. If mower is equipped with seat belts they must be worn.
6. Never carry riders under any circumstances.

7. Ensure that there are no people in the area to be mowed.
8. Do not leave the mower in an enclosed area with the engine running.
9. Check the area to be mowed for low tree limbs or for other shrubs projecting over lawn.
10. Prune back any obstructions that may get caught in the ROPS or that may hit the operator.
11. This mower should not be operated by any employee under the influence of medication(s), alcohol or illegal drugs.

Rollover Protection Structure (ROPS)

1. ROPS it must be kept fully extended when mower is operating.
2. Use seat belt at all times.
3. Do not jump if the mower tips over.
4. If ROPS must be down Do Not wear seat belt.
5. If ROPS is in the down position due to uncontrollable circumstances drive with extreme care and avoid working on slopes. (Mowing should be stopped immediately if this condition persists.)
6. Always replace a damaged ROPS, never repair or revise.

Operation of Mower

1. Perform an inspection of the mower each day using the manufacturer's Daily Operating Checklist.
2. Inspect and ensure that blades, blade bolts and the mower assembly are not worn or damaged
3. Be sure all drives are in neutral and the parking brake is engaged before starting engine.
4. Observe area to be mowed for wet spots; Do Not mow where traction or stability is doubtful.
5. Observe all sloped areas and estimate the slope: less than 10 degrees of slope should be safe, 10 to 20 degrees of slope use increased level of

- care, approaching 20 degrees of slope or more DO NOT operate this mower on the slope.
6. Never raise the deck when the blades are rotating.
 7. Always start mower by following the manufacturer's recommended starting procedures.
 8. Ensure that all shields and guards are in place and that all interlocks are attached and adjusted properly and functioning properly.
 9. Always lower the discharge deflector before starting to mow.
 10. Do not operate mower without discharge chute or complete grass catcher in place.
 11. Ensure that the direction of mower discharge is not aimed at people, buildings or other structures.
 12. Keep hands and feet away from cutting units.
 13. Approach shrubs, trees, blind corners or other objects that may obscure your vision.
 14. Always slow down on hillsides particularly when making turns or changing direction on slopes.
 15. Always drive across slopes not up and down.
 16. Always remember that soft turf can affect the mowers stability.
 17. Always slow down when making turns and crossing roads and side walks.
 18. Always disengage blades when not mowing.
 19. Always stop and inspect equipment when you strike an object or if the mower starts to vibrate abnormally.
 20. Replace worn or missing safety labels.
 21. Do not wear head sets for musical devices.
 22. If mower is to be left unattended, stored or parked lower the mower deck.

Parking or Storing Mower

1. Do not stop on a slope.
2. Always stop on level ground, lower mower deck, disengage drives, engage parking brake, and shut of engine from operator's position. If you are going to empty grass catchers or unclog the discharge chute.
3. Move motion control levers out to the neutral lock position.
4. Disengage mower blades.
5. Lower attachments to the ground.
6. Lock the parking brake
7. Stop the engine.
8. Remove the key.
9. Do not leave the operators seat until the engine and all moving parts have stopped.
10. Close the fuel shut-off valve if the mower is equipped with one.
11. Disconnect the negative battery cable or disconnect the spark plug cable.

Fueling

1. Avoid or extinguish all sources of ignition.
2. Use only gas containers approved by the Underwriter's Laboratory.
3. Only use plastic funnels that do not have a screen or filter.
4. Never add or drain fuel indoors.
5. Always allow the engine to cool before adding or draining fuel.
6. Clean up any fuel spills immediately.
7. Always store fuel containers in approved storage lockers.
8. Never fill the mower or a fuel container in a vehicle or trailer with a plastic liner.
9. Always place fuel containers on the ground.
10. Do not use a nozzle lock open device if fueling from a pump.

11. Never over fill a fuel tank.

12. Replace all caps on fuel tanks and fuel containers and tighten securely.

Always follow the manufacturer's recommendations and instructions regarding operation, maintenance, storage, servicing attachments and fueling.