

 DALHOUSIE UNIVERSITY Facilities Management Walk-behind Tillers/Cultivators 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: Slippery grips or handles, vibration, noise, flying projectiles, contact with solid obstructions, fire or explosion, contact with hazards products or fumes, over exertion in maintaining tilling rate, 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 operating 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.		

Pre-Operation

1. Read the Owner's Manual as a review prior to the first use each year.
2. Always check the tiller before each use to ensure that all handles, guards and fasteners are securely in place and operating properly.
3. Tag the tiller with a "Do Not Use" tag and remove it from service if it is damaged or malfunctioning in any way. Report the problem to your supervisor immediately.

4. Always inspect the work area prior to tilling. Remove rocks, debris or other objects that can hamper the safe operation of the tiller or be thrown by the tiller.
5. Ensure the work area is clear of fellow employees or other persons.
6. Do not operate this equipment if you are tired.
7. Do not operate this equipment if you are under the influence of alcohol, drugs or medication.
8. Always stay alert.
9. Do not wear loose clothing or dangling jewelry when operating this equipment.
10. Always wear safety footwear when operating this equipment.

Operation

1. Always use caution when starting the tiller and follow the manufacturer starting instructions at all times.
2. Keep your feet well clear of the tines when starting the engine.
3. Always keep a firm grip on the tiller handles when the tines are turning or the engine is running.
4. If you let go of the throttle or shut off the tiller, DO NOT let go of the tiller until the tines have stopped rotating completely.
5. Avoid pulling the tiller.
6. If you must reverse direction by pulling the tiller check that your path is clear and continue to watch where you are going while you are moving backwards.
7. Always ensure that your footing is good, especially on slight slopes.
8. Do not operate the tiller with one hand.
9. Keep both hands firmly on the handles at all times while the tines are moving and the engine is operating.
10. Do not overreach at any time. Reposition yourself to reach an awkward to reach area.

11. Do not run with the tiller under any circumstances.
12. DO NOT work on excessively steep slopes.
13. Do not attempt to clear the tines or service or maintain the tiller while the tines are moving or the engine is running.
14. Always clean the tiller after each use.
15. Follow the manufacturer's servicing and maintenance schedule at all times.
16. Ensure that the engine has cooled off before storing the tiller in an enclosed space.
17. Ensure the tiller is stored properly in a dry location.
18. Never leave the tiller running when it is unattended.

Fueling

1. Always ensure that gasoline is stored in approved containers and that containers are properly labeled.
2. Take the smallest amount of gasoline possible to job sites.
3. Always use fresh gasoline in oil / gasoline mixtures.
4. Always fuel, re-fuel or drain the fuel tank in a well ventilated location.
5. Do not carry out any fueling activities near any ignition sources.
6. Do not smoke while fueling the tiller.
7. Always clean up gasoline spilled on engine or on ground.
8. Always remember to dispose of gasoline contaminated rags as hazardous waste.