



SOP0004 – Safe Operating procedure for a Line Trimmer

TABLE OF CONTENTS

Table of Contents 1

Amendment Record..... 1

1. Scope 2

2. Responsibilities 2

3. Approved Equipment/Consumables/Personal Protective Equipment 2

4. Procedure 2

 Check before starting 2

 Personal safety 3

 Power tool use and care 3

 Always use common sense 4

 Personal protective equipment 4

 Operation..... 4

 To trim the grass 4

 To clear grass 4

 To cut the grass 5

 To sweep the grass 5

 To clear grass with a grass blade 5

 Put new cord onto reel 6

Disclaimer: This document contains material to assist in meeting environmental management, Work Health and Safety and Quality obligations under the International Standard ISO AS/NZS ISO 9001:2016,14001:2016 and other legislative bodies. This document contains material sourced from Safe Work Australia. Any such material remains subject to copyright © Commonwealth of Australia. <https://www.safeworkaustralia.gov.au/copyright>.
Although every effort has been made to ensure the accuracy of this information at the time of publication, it is provided as guidance only and does not provide legal advice on meeting your obligations. This document and its contents are © A2Z services 2018 and or the originating source authors and no permission is given for its duplication or copying, in part or in its entirety, for use outside its original purposes as stated within the company.

AMENDMENT RECORD				ISSUE #: 1		
				ISSUE DATE: 10/09/2018		
Rev. #	Date	Details		Description of Changes	Prepared By	Approved by
		Section #	Para. #			
1						
2						
3						
4						

1. Scope

This procedure details the safe method of use of a Brush Cutter

2. Responsibilities

Responsible	Task
Technician/Franchisee	With actual operation
Safety Officer	Responsible for setting up and monitor safe procedures
Operations Manager or Franchise Manager	Audit of operations of site supervisors and technicians

3. Approved Equipment/Consumables/Personal Protective Equipment

Approved Consumables	Approved Equipment
Trimmer Line	Protective Hat
	Hearing Protection
	Eye Protection
	Gloves
	Sturdy Non-slip closed toe protective boots
	First Aid Kit
	Trimmer Head
	Harness

4. Procedure

For More Detailed info on your specific model of brush Cutter refer the owner's manual of your product

Check before starting

- Always remove the battery to prevent the product being started by accident. Always remove the battery before any maintenance on the product.
- Before using the product and after any impact, check for signs of wear or damage and repair as necessary.
- Inspect the working area. Remove all loose objects, such as stones, broken glass, nails, steel wire, string etc. that could be thrown out or become wrapped around the cutter or cutter guard.
- Check the motor for dirt and cracks. Clean off grass and leaves from the engine using a brush. Gloves should be worn when necessary.
- Check that the trimmer head is completely attached to the trimmer.
- Check that the product is in perfect working order. Check that all nuts and screws are tight.
- Check that the trimmer head and trimmer guard are not damaged or cracked. Replace the trimmer head or trimmer guard if they have been exposed to impact or are cracked. Always use the recommended guard for the cutting attachment you are using. See chapter on Technical data.
- The product operator must ensure that no people or animals come closer than 15 meters while working. When several operators are working in the same area the safety distance should be at least 15 meters.
- Carry out an overall inspection of the product before use. See the maintenance schedule.
- National or local regulations may regulate the use. Comply to given regulations.

Personal safety

- The cutting tool does not stop immediately after the product is turned off.
- The product is only designed for trimming.
- Keep bystanders away.
- **Stay alert, watch what you are doing and use common sense when operating a power tool. Do not use a power tool while you are tired or under the influence of drugs, alcohol or medication.** A moment of inattention while operating power tools may result in serious personal injury.
- This appliance is not intended for use by person (including children) with reduced physical, sensory or mental capabilities, or lack of experience and knowledge, unless they have been given supervision or instruction concerning use of the appliance by a person responsible for their safety. Children should be supervised to ensure that they do not play with the appliance.
- Never allow children or other persons not trained in the use of the product and/or the battery to use or service it. Local laws may regulate the age of the user.
- Store the equipment in a lockable area so that it is out of reach of children and unauthorized persons.
- Keep hands and feet away from the cutting area at all times and especially when switching on the motor.
- **Dress properly. Do not wear loose clothing or jewelry. Keep your hair, clothing and gloves away from moving parts.** Loose clothes, jewelry or long hair can be caught in moving parts.
- Wear personal protective equipment. See instructions under the "Personal protective equipment" heading.
- Always use face or dust mask if operation is dusty.
- Turn off the product when it has to be moved. Always remove the battery when passing the machine to another person.
- Keep in mind that it is you, the operator that is responsible for not exposing people or their property to accidents or hazards.
- The transport guard must always be used for storage and transport.

Power tool use and care

- The only accessories you can operate with this product are the cutting attachments we recommend in the technical data chapter.
- Never use a product that has been modified in any way from its original specification. Never use the product near explosive or flammable materials.
- Never use a product that is faulty. Carry out the safety checks, maintenance and service instructions described in this manual. Some maintenance and service measures must be carried out by trained and qualified specialists. See instructions under the Maintenance heading.
- Only use original spare parts. Always ensure that ventilation openings are kept clear of debris.
- Keep handles dry, clean and free from oil and grease.
- All covers, guards and handles must be fitted before starting.
- Only use the machine in daylight or in other well-lit conditions.
- Do not overreach. Keep proper footing and balance at all times.
- Don't force the product. It will do the job better and with less likelihood of injury at the rate for which it was designed.
- Working in bad weather is tiring and often brings added risk. It is not recommended to use the product in very bad weather, for instance, in dense fog, in heavy rain, strong winds, intense cold, risk of lightning.
- If the product starts vibrating abnormally, stop the product and remove the battery.
- Avoid Unintentional Starting – Don't carry appliance with finger on switch.

- Store Idle Appliances Indoors – When not in use, appliances should be stored indoors
- Walk, never run.

Always use common sense

It is not possible to cover every conceivable situation you can face. Always exercise care and use your common sense. Avoid all situations which you consider to be beyond your capability. If you still feel uncertain about operating procedures after reading these instructions, you should consult an expert before continuing.

Personal protective equipment

WARNING: Read the warning instructions that follow before you use the product.

- Always use approved personal protective equipment when you use the product. Personal protective equipment cannot fully prevent injury but it decreases the degree of injury if an accident does occur. Let your dealer help you select the right equipment.
- Use a protective helmet where there is a risk of falling objects.
- Long term exposure to noise can result in damaged hearing. In general, battery powered products are relatively quiet but damage can result from a combination of noise level and long usage. recommends that operators use hearing protectors when using products for a longer coherent time of a day. Continual and regular users should have their hearing checked regularly.

WARNING: Hearing protectors limit the ability to hear sounds and warning signals.

- Use approved eye protection. If you use a visor, you must also use approved protective goggles. Approved protective goggles must comply with the ANSI Z87.1 standard in the USAs or EN 166 in EU countries.
- Use gloves when necessary, for example when you attach, examine or clean the cutting equipment
- Use sturdy non-slip boots.
- Use clothing made of a strong fabric. Always use heavy, long pants and long sleeves. Do not use loose clothing that can catch on twigs and branches. Do not wear jewelry, short pants, sandals or go with bare feet. Put your hair up safely above shoulder level.
- Keep first aid equipment close at hand

Operation

To trim the grass

1. Hold the trimmer head immediately above the ground at an angle. Do not push the trimmer line into the grass
2. Decrease the length of the trimmer line by 10-12 cm / 4-4.75 in.
3. Decrease the engine speed to decrease the risk of damage to plants.
4. Use 80 % throttle when you cut grass near objects.

To clear grass

1. Keep the trimmer head above the ground.
2. Tilt the trimmer head.

3. Cut with the end of the trimmer line around objects in the work area.
4. Use 80% speed when you cut and clear vegetation. This decreases the wear on the trimmer head and trimmer line.

To cut the grass

1. Make sure that the trimmer line is parallel to the ground when you cut the grass.
2. Do not push the trimmer head to the ground. This can cause damage to the product.
3. Move the product from side to side when you cut grass. Use full speed.

To sweep the grass

The airflow from the rotating trimmer line can be used to remove cut grass from an area.

1. Hold the trimmer head and the trimmer line parallel to the ground and above the ground.
2. Apply full throttle.
3. Move the trimmer head from side to side and sweep the grass.

To clear grass with a grass blade

1. Keep your feet apart during operation of the product. Make sure feet are tightly against the ground.
2. Put the support cup lightly on the ground. This prevents the blade from touching the ground.
3. Use a sideways movement from right to left for a clear stroke. Use the left side of the blade (between 8 and 12 o'clock) to cut.
4. Angle the blade to the left when you clear grass.
5. Use a sideways movement from left to right for the return stroke.
6. Do the work rhythmically.
7. Move forward and keep feet tightly against the ground.
8. Stop the engine.
9. Remove the product from the clip on the harness.
10. Put the product on the ground.
11. Collect the cut material.

To edge to Concrete and Garden Beds

1. Assess area to be edged
2. position line trimmer in an upright position with head pointing down in a vertical position
3. Move line trimmer in an upright manner along edge
4. Position line trimmer in a standard Hold and cut in around edges where mower will not access.

Put new cord onto trimmer head

