**Safe Work Method Statement**

**Form 007.2**

**Safe Work Method Statement (Part 1)**

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| **Job: OPERATION OF OUTFRONT MOWER** | | **Document Reference** |
| **Department: TRACKS & SURROUNDS MAINTENANCE**  **Section: MAINTENANCE / GROUNDS**  **Work Area: ALL GRASSED AREAS** | | **No:** |
| **Revision Date:**  **Manager’s Approval:**  **Manager’s Name:** |
| **Key Safety Plant / Equipment / (including P.P.E.)** | | **Safety Checks / Hazardous Substances** |
| * Safety glasses, earmuffs, sun protection, steel cap boots, gloves, garbage grabber | | * Fuel leaks, battery leaks, coolant leaks, tyres, brakes, seatbelt, safety cut off. |
| **Codes of Practice Legislation: Applicable to Work? Y/N**  **If Yes, state:** | | **External Considerations** |
| **Person/s required to carry out work** | **Duties & Responsibilities** | **Qualifications / Experience / Training required to complete work** |
| Track appointed operator | Mowing of tracks and surrounds as per instruction | Cert III Turf  Knowledge of Operations Manual  On the Job training |

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| **SAFE WORK METHOD STATEMENT (PART 2)** | | **Document Reference:** | |
| **Job: OPERATION OF OUTFRONT MOWER** | | **No:** | |
| **Procedure (in steps)** | **Possible Hazards in Executing Procedure** | | **Key Safety Controls & Associated Procedures** |
| All guards in place | Lacerations, muscle strain | | Level clean surface with safe lighting.  PPE (gloves) as required  Ensure machine is switched-off & key removed |
| Safety belts, tyres and all fittings | Manual strain | | Correct manual handling techniques  PPE (gloves as required)  Ensure machine is switched-off & key removed |
| Check blades for correct type and attachment and conditions | Manual strain | | Correct manual handling techniques  PPE (gloves as required)  Ensure machine is switched-off & key removed |
| All fittings, fuels, fluids / leaks | Fire / explosion / acid burns | | PPE – gloves, glasses, clothing  If leaks, tag and notify |
| Refuel mower as required | Fuel spillage  Fire & explosion | | Ensure refuelling is undertaken in area with containment bunding/berm, away from drains & spill kit is available. Wear protective clothing as necessary.  Ref: Refueling Procedure. Keep clear of ignition sources including mobile phones & microwave ovens. |
| Conduct inspection of site | Foreign materials, debris, rocks, sprinklers, soft areas | | Approved gloves, container for sharps, garbage grabber |
|  | Sun burn, fatigue, dehydration | | PPE, hat sunscreen, water bottle |
|  | Insect bites, vermin, spider | | PPE, call WIRES, notify supervisor |
| **Procedure (in steps)** | **Possible Hazards in Executing Procedure** | | **Key Safety Controls & Associated Procedures** |
| Operations | Ensure area does not exceed maximum permissible slope | | Check Operations manual  Ensure ROPS system in-place & structurally sound |
| Turn-off motor and lock | Prevent unauthorised use of equipment | | Ensure keys removed from ignition & securely stored |
| Cleaning of equipment | Slipping and falls | | Well-drained area  PPE (gloves as required)  Ensure machine is switched-off & key removed |
| Cleaning of PPE | Damage/excessive wear & tear | | Replace as required |
| Fill out data book / application diary | None | | Weather – control process if necessary |