**Safe Operating Procedure**

**ZERO TURN/RIDE ON MOWER**

* **Do not use this machine unless you are authorised and have been instructed in its safe use and operation**
* **Use the right mower for the job. Match area to mow, environment, mower speed, seat suspension, seat suitability and any physical user requirements (i.e. seat rating)**
* **Always use the seat belt if mower has Roll Over Protection Structure (ROPS). When ROPS not present do not use seatbelt**

**POTENTIAL HAZARDS**

Cutting blades Noise Eye injuries Ejected material and flying debris 

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [x]  | [x]   | [x]   | [ ]   | [x]   | [ ]   | [ ]   | [ ]   | [ ]   | [x]  Sunscreen | Other PPE (list): |

**PRE-USE CHECKS**

* Ensure all safety devices, guards, switches, and shields are fitted, secure and functional
* Check seat and seat belt in good condition and function correctly
* Make any adjustments to suit user (e.g. seat)
* Visually check cutting blades are secure and in good condition
* Ensure that any belt, pneumatic and hydraulic mechanisms are in sound condition.
* Ensure all accessories and attachments securely fitted, including ROPS
* Ensure that all electrical switches (including dead man’s switch if fitted) are functioning

**SETUP and USE**

* Watch for ejected material. Ensure no person or animal is endangered when operating equipment
* Be sure the transmission is out of gear and the mower blade clutch disengaged before starting
* Keep clear of moving parts
* Drive at speed slow enough to keep control over unexpected hazards
* Continually monitor ground condition, adjust mower speed and/or seat suspension to suit
* Travel up/down slope rather than across, taking extra care on steep slopes
* Take extreme caution when refuelling – allow engine to cool before refuelling
* Before making adjustments bring the machine to a complete standstill and isolate
* **[insert manufacturer setup and use process here]**

**PACKUP**

* Park on even ground
* Stop mower and shift gear to park position
* Raise and secure cutting blades
* Lock parking brake
* Stop engine and remove keys
* Clean away any foreign material and debris from mower
* Record any maintenance in equipment maintenance record – use tag out process if equipment should not be used

**DO NOT**

* Do not use faulty equipment
* Do not use if guards are not in place
* Never carry passengers
* Do not mow slopes of greater than 15o
* Do not travel quickly over rough ground as this may cause back injury
* Do not mow when pedestrians are close
* Do not mow close to the top of retaining walls or drop offs (use a walk-behind mower or line trimmer)