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| Revision #:  Written by: | Date: Month DD, YYYY  Approved by: |

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| Related Documents: | * Owner’s Manual for Hedge Trimmer |
| When to use this SWP: | Hedge Trimmer blades are very sharp and can cause severe injuries, even if engine is off and blades are not moving. |
| Hazards & Risks: | * Cuts/Amputations * Pinching * Fuel spills * Noise * Vibration * Eye injuries * Carbon Monoxide – if running indoors * Fire/Explosion * Burns |
| Personal Protective Equipment: | CSA/ANSI approved   * Protective foot wear * Safety glasses * Hardhat with face shield * Hearing protection * Gloves * Long pants and long sleeve shirt * No loose clothing and contain beards. |
| Training Requirements: | * Training by Competent Person and worker shows competency after training. * Use of PPE listed above. |
| Communication Process: | Read the owner’s manual and follow the instruction and guidelines found in the manual. If working alone, let someone know your work location and check in regularly. Avoid contact with blades. Wear gloves to protect hands. Place blade cover on blades when transporting or storing unit. |
| Equipment & Supplies: | * First Aid Kit – Kept in work area within reach. * Fire Extinguisher – Kept at fueling station. * Spill kit – Kept at fueling station. * Cell Phone or Two-way radio |
| Procedure/Practice:   * Read the owner’s manual before operation. * Wear personal protective equipment (PPE) set out in the manufacturer specifications See list above. * Operator should be given permission and deemed competent in the safe use and operation. * Inspect the hedge trimmer before use.   Fueling:   * Fueling must be done in a well-ventilated area and not while the saw is running or hot. * Do not smoke or have other sources of ignition in the fueling area or while refueling. * An approved safety container must be used to contain the fuel used along with a proper spout or funnel for pouring. * Have a spill kit on hand for fuel or oil spills.   Electric   * If electric, check that the plug must matches the outlet. Do not modify the plug way. * Do not use any adapter plugs. * Do not expose power tools to rain or wet conditions. * Do not abuse the cord such as using the cord for carrying, pulling or unplugging the power tool. * Keep cord away from heat, oil, sharp edges or moving parts. Damaged or entangled cords increase the risk of electric shock. * Use an extension cord suitable for outdoor use. * If operating a power tool in a damp location is unavoidable, use a ground fault circuit interrupter (GFCI) protected.   Battery   * Recharge only with the charger specified by the manufacturer. * Do not allow liquid to get inside the charger such as rain or snow. * Use only specific battery packs as per the manufacturer. * Do not use an extension cord with the charger. * When carrying a hedge trimmer, the bar must be toward the back and the motor must be toward the front. * Ensure guards are in place during operations. * Keep the blades sharp. * The operator shall ensure that the work area is clear of obstructions that may be hazardous. * Check the material being cut has no hidden hazards. * No adjustment shall be made to the bar while the engine is running. * Operate the hedge trimmer with two hands, unless otherwise specified by the manufacturer. * Do no operate a hedge trimmer when fatigued. * A hedge trimmer shall be tagged and removed from service immediately if any defects are evident that could affect its safe operation and the owner, manager, or supervisor notified. * Use replacement parts specified by the manufacturer or the equivalent. * Keep other workers 15 feet away from your work area where the hedge trimmer is used. * Do not operate within 50 feet of overhead wires * Do not operate the hedge trimmer while under the influence of drugs or alcohol. * Always move ignition switch to STOP position, allow blades to stop moving, and disconnect spark plug lead from spark plug before clearing jams or making blade adjustments. * Wear a dust mask if sensitive to wood allergens or suffering from seasonal allergies. * Wear sturdy work gloves to help reduce the effects of cold and vibration, and to help improve your grip. * Avoid awkward grips, and an excessively tight grip. Maintain control of the hedge trimmer and use a straight wrist position. * Take regular rest breaks from vibration and stretch. * Make sure all required hardware has been used and is properly tightened. * Make sure throttle lock-out lever resets when released. * Make sure throttle trigger returns to normal position when released. * Make sure stop switch functions properly. * Keep the protective cover on the blades until you are ready to make blade adjustments or operate the hedge trimmer. * Place the blade cover over the blades after cutting is completed, and keep the blade cover on the blades when carrying, transporting, or storing the unit. * Refer to the refueling safe work practice and written work procedure. * With a firm grip, start the hedge trimmer on the ground with the bar pointed away from the body and other material. * Do not start the machine near flammable or combustible material. * Wait for the engine to idle and blades to stop before placing on the ground after use. * Ensure you have a stable stance and firm grip on the ground before cutting. * Do not use the hedge trimmer when on a ladder. * Do not hold or allow another worker to hold the material that is being cut. * Keep away from the muffler and have it pointed away from you to prevent burns and carbon monoxide poisoning. * Do not cut branches larger than the hedge trimmers capacity. * Maintain the cutting length of material as outlined in the manufacturer’s manual. * Ensure you can see the cutting blades when making cuts. * Do not use the hedge trimmer if it vibrates excessively, has unusual noise, unusual smell, poor cutting performance or a strong smell of fuel. * Ensure blades are locked securely before operation. * Adjust cutting angle with the unit on the ground, not upright. * Keep blades and gear case properly lubricated. Poor lubrication can cause result in part failures and cause overheating. | |
| Emergency Procedures: | In case of emergency, contact 911 and your supervisor immediately. Remove yourself from harm’s way and ensure no one else is at risk. |