



### Lawn Mower Policy

#### Scope

This policy applies to all employees, including temps, who operate lawn mowers on College property.

#### Purpose

To ensure that employees who operate such equipment do so competently and without placing themselves or others at risk of injury and to reduce the possibility of damage to the equipment and College property.

#### Process

1. All new employees, including temps, must be trained on the safe operating procedures (SOPs) for the lawn mower he/she will be operating prior to using the mower (see page 2).
2. All new employees, including temps, must operate the mower in a remote, relatively unpopulated area of the campus until a full-time employee observes the individual operating the mower properly.
3. Managers must ensure that each operator is familiar with the SOPs for the lawn.
4. All individuals who are operating a mower must wear appropriate clothing and shoes, safety glasses, and hearing protection.

#### Responsibilities

1. Manager
  - a. Review SOPs with each employee
  - b. Ensure that the SOPs are being followed
  - c. Ensure that operators are wearing appropriate clothing and personal protective equipment (PPE)
  - d. Document employee training
2. Operators
  - a. Read and understand the SOPs
  - b. Follow the SOPs
  - c. Obtain the appropriate training prior to operating equipment
  - d. Wear appropriate clothing and PPE when operating a mower
3. Human Resources
  - a. Maintain all training records for employees

#### Evaluation

The Safety Committee shall be responsible for evaluating this policy annually.

#### Document History

Created: 11/2006

Audited: 8/2007, 10/2008, 10/2009, 10/2010, 10/2011

Revised: 10/2012



**Safe Operating Procedures  
Lawn Mowers (Tractors)**

1. Observe the area to be mowed for objects that might be picked up and thrown by the mower blade.
2. Disengage attachments and move the control lever to the neutral position before starting the engine.
3. Disengage power attachments, set the parking brake, and stop the engine before leaving the operators position.  
Wait for the engine and attachments' moving parts to stop before dismounting from the equipment.
4. All individuals who are operating a mower must wear appropriate clothing and shoes, safety glasses, and hearing protection.
5. Do not override safety equipment.
6. Do not operate equipment in such conditions when the equipment stability is doubtful due to grass conditions without first test-driving the area to be mowed.
7. Do not start or stop equipment suddenly when going up or downhill. Always operate in an up and down pattern on slopes, never across the face of a slope. Always take and make turns slowly when working on sloped areas.
8. Always stop equipment and attachments after striking a foreign object. Immediately report any damage; incident reports should be completed and sent to Risk Management.
9. Always shut the engine off and use a stick, not hands, to clear obstructions in the blower chute.
10. Always keep the equipment and operating attachments in good operating condition.
11. When mowing in high-traffic areas, the operator should stop mowing if individuals are passing and, in the judgment of the operator, continued operation could jeopardize individuals. Mowing should resume after the individuals have passed.
12. Only refuel when the mower is outside and the engine is off.
13. Remove clippings/debris from hot surfaces on the mower for fire safety.