



INDIANA UNIVERSITY

OFFICE OF THE EXECUTIVE VICE PRESIDENT
FOR UNIVERSITY ACADEMIC AFFAIRS

University Environmental Health and Safety

APPENDIX K – Grounds Equipment

Weed Trimmers

- Wear appropriate protective clothing, long pants, gloves, safety shoes, goggles or safety glasses, and ear plugs. If working in close proximity to vehicular traffic, a visibility vest shall also be worn.
- Ensure that pedestrians are not in the work zone prior to starting work.
- Don't remove protective guards or string guides from the equipment unless you are performing maintenance where removal of the device is necessary.
- Monitor the string length. Automatic-feed and bump-feed trimmers may let out more string than necessary which could cause the string to strike the operator.
- If using an electric trimmer, inspect all extension cords for cuts, nicks, scrapes, and exposed wire that may pose an electrical hazard. Replace damaged cords immediately.
- Don't operate electric trimmers when conditions are wet or working in close proximity to standing water. If work must be performed in wet conditions, a GFCI shall be used.
- Disable electric trimmers and gas-powered trimmers before inspecting, cleaning, adjusting, or replacing string.
- Never leave an electric trimmer plugged in or a gas-powered trimmer running while unattended.
- When refueling gas-powered trimmers, shut the engine off, utilize a funnel or gas can with a nozzle extension that fits into the gas tank opening.
- Remove debris such as glass, limbs, rocks, and trash that could possibly become a projectile before trimming.
- Watch out for exposed electrical wires, communication lines, and extension cords that could be damaged by the trimmer string.
- Follow the manufacturer's guidelines for the equipment you are operating.

Lawn Edgers

- Wear appropriate protective clothing, long pants, gloves, safety shoes, goggles or safety glasses, and ear plugs. If working in close proximity to vehicular traffic, a visibility vest shall also be worn.
- Ensure that pedestrians are not in the work zone prior to starting work.
- Don't start an edger if the blade is touching the ground. It could move causing contact with the operator.

- Don't remove protective guards or shields from the equipment unless you are performing maintenance where removal of the device is necessary.
- Operate the edger blade at full speed.
- When edging along roadways, stay as close to the curb as possible to avoid contact with vehicular traffic.
- Disable electric edgers and gas-powered edgers before inspecting, cleaning, adjusting, or replacing the blade.
- Never leave an electric edger plugged in or a gas-powered edger running while unattended.
- When refueling gas-powered lawn edgers, shut the engine off, utilize a funnel or gas can with a nozzle extension that fits into the gas tank opening.
- Watch out for exposed electrical wires, communication lines, and extension cords that could be damaged by the edger.
- Follow the manufacturer's guidelines for the equipment you are operating.

Hedge Trimmers

- Wear appropriate protective clothing, long pants, gloves, safety shoes, goggles or safety glasses, and ear plugs. If working in close proximity to vehicular traffic, a visibility vest shall also be worn.
- Ensure that pedestrians are not in the work zone prior to starting work.
- Ensure that all screws, blades, and/or chains are secure. Vibrating equipment can cause screws to loosen which may create a hazard.
- Disable electric trimmers and gas-powered trimmers before inspecting, cleaning, adjusting, or replacing the blade.
- Never leave hedge trimmers unattended.
- When refueling gas-powered hedge trimmers, shut the engine off, utilize a funnel or gas can with a nozzle extension that fits into the gas tank opening.
- Do not use electric hedge trimmers overhead.
- If trimmers become lodged in something, disconnect the power source before attempting to dislodge it.
- With electric hedge trimmers, keep extension cords clear of blades.
- Watch out for exposed electrical wires, communication lines, and extension cords that could be damaged by the trimmer.
- Follow the manufacturer's guidelines for the equipment you are operating.

Leaf Blowers

- Wear appropriate protective clothing, long pants, gloves, safety shoes, goggles or safety glasses, and ear plugs. If working in close proximity to vehicular traffic, a visibility vest shall also be worn.
- Ensure that pedestrians are not in the work zone prior to starting work.
- If using an electric blower, inspect all extension cords for cuts, nicks, scrapes, and exposed wire that could pose an electrical hazard. Replace damaged cords immediately.
- Don't operate electric blowers when conditions are wet or working in close proximity to standing water. If work must be performed in wet conditions, a GFCI shall be used.
- Disable electric blowers and gas-powered blowers before inspecting, cleaning, or adjusting.
- When refueling gas-powered blowers, shut the engine off, utilize a funnel or gas can with a nozzle extension that fits into the gas tank opening.
- Don't use the blower to clean yourself.
- Follow the manufacturer's guidelines for the equipment you are operating.

Chain Saw

Before starting the chain saw

- Wear appropriate protective clothing, gloves, safety shoes, long pants, chaps, goggles or safety glasses, face shield and ear plugs. If working in close proximity to vehicular traffic, a visibility vest shall also be worn.
- Check controls, chain tension, and all bolts and handles to ensure they are functioning properly and adjusted according to the manufacturer's instructions.
- Fuel the saw at least 10 feet from sources of ignition.
- Start the saw at least 10 feet from fueling area, with chain brake engaged, and with the chainsaw on the ground or otherwise firmly supported.

While running the chain saw

- Keep hands on the handles, and maintain secure footing while operating the chainsaw.
- If you are retreating from a fall hazard or out of a danger zone, disable the chain saw or release the throttle prior to retreating.
- Disable or ensure that the chain brake is engaged whenever the saw is carried more than 50 feet, or if carried on hazardous terrain.
- Disable electric chain saws and gas-powered chain saws before inspecting, cleaning, adjusting, or replacing the chain.
- When refueling gas-powered chain saws, shut the engine off, utilize a funnel or gas can with a nozzle extension that fits into the gas tank opening.
- Clear the area of obstacles that might interfere with cutting the tree or using the retreat path.
- Do not cut directly overhead.
- Follow the manufacturer's guidelines for the equipment you are operating.

Snow Thrower

- Wear appropriate protective clothing, long pants, gloves, safety shoes, goggles or safety glasses, and ear plugs. If working in close proximity to vehicular traffic, a visibility vest shall also be worn.
- Always keep hands and feet away from all moving parts of the machine.
- If the machine clogs while removing snow, shut the machine off and wait for all moving parts to stop. Remove the clogged snow with a stick or suitable instrument. Take caution as the machine may jump once the obstruction has been cleared.
- Never leave a running snow thrower unattended.
- Some machines are capable of throwing snow a distance of 30 feet or greater. These machines can also propel rocks or other objects at great velocity. Operators shall ensure they discharge the snow away from people, buildings, or vehicles.
- If using an electric snow thrower, be aware of the location of the power cord. In addition, power cords shall be GFCI rated and or be plugged into a GFCI outlet.
- Disable electric snow throwers and gas-powered snow throwers before inspecting, cleaning, or adjusting.
- When refueling gas-powered snow throwers, shut the engine off, utilize a funnel or gas can with a nozzle extension that fits into the gas tank opening
- Follow the manufacturer's guidelines for the equipment you are operating.