

Procedure Title	Ride on Mower and catcher					
SOP Number	WHS EBE 01					
School/Business Unit	EBE	Location (building/lab/ workshop if applicable)	EBE Grounds Shed			
SOP Development Date	12/01/2022	Prepared by	Kathy Little			
SOP Review Date	12/01/2025	Version #	2.0			
Equipment Details: Ferris ZTR Mower and catcher IS3100Z						
Equipment Details: Iseki SF330 Out Front Mower						
Equipment Details: Ferris IS700Z Briggs & Stratton 52"Deck Suspension + Bag Catcher						

Relevant Australian Standards / Codes of Practice / Legislation

Document Reference	Procedure Reference	Version	Effective Date	Review Date	Page Number	Date Printed
WHS EBE01	WHS OP021	1.0	12/01/22	12/01/25	1	12/01/2022

<ul style="list-style-type: none"> WHS Act 2011 & WHS Regulation 2017 (NSW) ISO 31000:2009 Risk Management Code of Practice – Managing Risks of Plant in the Workplace Code of Practice – Managing Noise and Preventing Hearing Loss at Work
Chemicals and Relevant Safety Data Sheets (can be obtained via UNE subscription to ChemWatch)
<ul style="list-style-type: none"> Unleaded petrol 2 & 4 stroke engine oil
Plant & Equipment Required
<ul style="list-style-type: none"> N/A
Licenses Required
<ul style="list-style-type: none"> N/A
Competencies Required
<ul style="list-style-type: none"> Training in this SOP

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DO NOT use this machine unless appropriately trained and authorised.

Section 1 - PPE Required

COMPULSORY PPE



Section 2 – Procedure

PRE-OPERATIONAL SAFETY 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
- ✓ Grease all nipples as per the operator manual
- ✓ Check tyre pressure.
- ✓ Check all fluid levels
- ✓ Make sure all nuts and bolts are in place and tight

OPERATIONAL SAFETY CHECKS

- ✓ 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

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- ✓ Take extreme caution when refuelling – allow engine to cool before refuelling
- ✓ Before making adjustments bring the machine to a complete standstill and isolate
- ✓ Keep the roll bar in the raised position and fasten the seat belt. There is no roll over protection when the roll bar is down!
- ✓ Lower the roll bar only when necessary (such as to temporarily clear a low overhanging obstacle) and NEVER remove it. Do NOT use the seat belt when the roll bar is down. Raise the roll bar as soon as clearance permits.
- ✓ Operation on slopes is dangerous. Using the unit on a slope that is too steep where you do not have adequate wheel traction (and control) can cause sliding, loss of steering, control and possible rollover. You should not operate on a slope greater than 15 degrees.
- ✓ Always mow across slopes, not up and down (to maintain traction of the wheels) and avoid sudden turns or rapid speed changes. Reduce speed and use caution on all slopes.
- ✓ Do not operate on slopes that are slippery, wet, or have soft soil conditions.
- ✓ The unit has spinning blades that could seriously injure a bystander. Be sure to clean up the area before you start mowing.
- ✓ Do not operate the unit without the entire grass catcher or discharge guard in place.
- ✓ Do not operate the unit with anyone in the area while the unit is running!
- ✓ [view manufacturers operator manual here [Ferris-IS4500Z-Operator-Manual.pdf](#)
- ✓ [Ferris-IS3100Z-Operator-Manual.pdf](#)]
- ✓ [Ferris 700Z Operator Manual.pdf](#)

ENDING OPERATIONS

- ✓ 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

CLEANING UP

- ✓ Remove any foreign material from in and around engine and catcher parts.
- ✓ Keep the work area or implement shed in a safe, clean and tidy condition.

WARNINGS AND HOUSEKEEPING

- ✓ Do not use faulty equipment. Report suspect machinery immediately and ensure an 'Out of Service' tag is placed on the equipment.
- ✓ If moving equipment by hand use appropriate handles or grab points – DO NOT MOVE VIA FRONT SWIVEL WHEELS.
- ✓ Never carry passengers.
- ✓ Do not mow when pedestrians are close

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- ✓ Do not mow close to the top of retaining walls or drop offs (use a walk-behind mower or line trimmer)

POTENTIAL HAZARDS

- ✓ Pinch points on mower frame can jam fingers
- ✓ Rapidly rotating cutting blades.
- ✓ Mower roll over / uneven surfaces.
- ✓ Noise.
- ✓ Eye injuries.
- ✓ Ejected material and flying debris.
- ✓ Fuel.

SPECIAL NOTE - NO PERSON ARE TO USE THIS EQUIPMENT UNTIL THEY ARE DEEMED COMPETENT IN THE CORRECT AND SAFE USE OF THE EQUIPMENT BY:

- READING AND FULLY UNDERSTANDING THE OPERATOR'S MANUAL
- READING THE SAFE OPERATING PROCEDURE AND UNDERGOING THOROUGH PRACTICAL TRAINING WHILE PROPERLY SUPERVISED
- SUPERVISORS TO ENSURE SIGN OFF AS COMPETENT

Section 3 - Spill Procedure and Waste Disposal (If applicable)

As per SDS for chemicals

Section 4 – First Aid

As per general first aid procedures

Section 5 – Incident Management / Emergency Procedures

N/A

Approval of SOP

Name	Kathy Little	Title	
Date	12/01/22	Signature	

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Sign Off

The University shall provide information and training to workers to enable them to perform tasks safely. This section is signed by workers (and supervisors) to indicate their understanding of the Safe Operating Procedure and indicates their competence to complete the job in a safe manner as deemed by their supervisor. Workers should always consult with their supervisor where there is concern about the safety of a task that effects themselves or others.

Date	Worker Name	Worker Signature	Supervisor Name	Supervisor Signature

Records Storage Instructions

All completed SOPs are to be sent to whs@une.edu.au for review & to allocate a reference number. WHS will record in TRIM Container A17/2181 utilising a TRIM license in your School/Business Unit. Completed SOPs are to be published on Safety Hub for ongoing utilisation.

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WHS EBE01	WHS OP021	1.0	12/01/22	12/01/25	6	12/01/2022