

**S.O.G. 204**  
**Small Equipment & Fuels**  
*Handout: Equipment Safety*

GENERAL SAFETY:

1. Wear the necessary Personal Protection Equipment: hat, gloves, ear plugs, work shoes/boots, dust mask. Mandatory Equipment: safety glasses at all times, and yellow vest when in a traffic situation.
2. When parking on a street, put out orange traffic cones.
3. No shirttails, loose clothing or hair that could be sucked into air intakes or caught in the machinery.
4. Use proper lifting techniques at all times. Ask for help if you need it.
5. Before starting work, clear the area of debris and hazards.
6. Check nearby vehicles and windows for prior damage. May need to document this with a camera.
7. Refrain from using the machines near windows, vehicles and people.
8. If you cause a ding, breakage, or an injury to yourself or others, notify your supervisor immediately.
9. When people approach you, power down and turn the machine away from them.
10. If you become fatigued the chance of an accident increases a lot. Take a short water/stretching break. Maybe change out operators for a bit.
11. For Power Saws:
  - A. Keep people 20 feet away.
  - B. Keep clear of the falling zone of the branch.
  - C. Have an escape route in case of trouble.
  - D. Watch out for binding of saw blade.

**S.O.G. 204**  
**Small Equipment & Fuels**  
*Handout: Fuels*

1. Fuel Station Hours: A mechanic or supervisor will man the gas and diesel pumps for one hour first thing in the morning, and for forty-five minutes each afternoon, closing fifteen minutes before quitting time to allow enough time to fill out the paperwork required by the State IHL Board to keep track of usage and vehicle numbers. Fueling hours will be adjusted to accommodate holidays and emergencies.
2. Small equipment engines, such as weed eaters or blowers, use a mixture of gas and oil (mixed gas), which is found at the fuel station in a hand pump system. Make sure you fill the BLUE topped can only.
3. Colored Fuel Cans:
  - A. BLUE TOPPED cans hold the mixed gas. Store them in your shed or trailer, but not for long periods of time. Look for the oil/gas symbol on the piece of equipment.
  - B. GREEN TOPPED cans hold Diesel fuel. Look for a “diesel only” sticker on the piece of equipment.
  - C. RED TOPPED cans hold gasoline. Do not store gas for long periods of time.
4. Before fueling equipment, check to see you have the correct can and fuel. Fill your can each morning.
5. If you accidentally put the wrong fuel into your machine, notify the mechanics immediately before starting the machine. They will drain the tank.

**S.O.G. 204**  
**Small Equipment & Fuels**  
*Handout: Weedeater*

Pre-Operation: ECHO

- E: Engine Check: gas level, pull cord, the choke, spark plug, muffler, filter and its cover, leaks.
- C: Check: handle & shaft, throttle cable, on/off switch, any bends in the shaft.
- H: Head: check the guard and the line, any worn out parts, and if it is clean
- O: On Hand: extra string, gas, safety equipment.

Operation: FLEW

- F: Fill the tank with mixed gas on a hard surface. Turn the choke on. Turn the switch to “on”. Pump the primer bulb three times. Pull the cord until the engine “burps”, then turn the choke off. Pull on the cord until the engine fires up.
- L: Look: Is the head level at all times—no scalping. Do you need to “bump” the head to feed “more line to the proper length.
- E: Everyone be aware of your surroundings. If someone approaches, power down and point the machine away from them with the head on the ground.
- W: Windows: if dinged or broken on vehicles or buildings, contact your supervisor first. Get the vehicle or building description, tag numbers and location. If necessary, leave a note with the Landscape Services number, your name, the time and date.

Post-Operation: FIT

- F: Fill the tank with mixed gas, on a hard surface.
- I: Inspect and clean the machine.
- T: Tag it out if damaged or not operating smoothly. Place it at the SE door of the mechanics shop.

**S.O.G. 204**  
**Small Equipment & Fuels**  
*Handout: Edger*

Pre-Operation: ECHO

- E: Engine Check: fuel line, choke, primer bulb, plug wire, muffler.
- C: Check: leaks, blade is sharp, blade guard clean and OK, height adjuster secure, all parts tight.
- H: Handle & Shaft: parts tight, on/off switch OK, no damage.
- O: On hand: extra blade, wrenches, mixed gas.

Operation: FLEW

- F: Fill the tank with mixed gas on a hard surface; turn the switch on, pump primer bulb 3X, turn the choke on, pull the cord until engine “burps”, turn choke off, pull cord until engine fires.
- L: Look: edging at 90 degrees, keep edger wheel in contact with the concrete side, no scraping of housing, blade stays sharp, no rocks and debris to strike.
- E: Everyone aware of surroundings: for people approaching idle down, point the machine away from them with head on ground.
- W: Windows: if dinged or broken on buildings or vehicles, contact your supervisor first. Get the vehicle or building description, tag numbers and location. If necessary, leave a note with the number for Landscape Services, your name, the date and time.

Post-Operation: FIT

- F: Fill the tank with mixed gas on a hard surface.
- I: Inspect and clean the machine.
- T: Tag it out if damaged. Place at SE door of mechanics shop.

**S.O.G. 204**  
**Small Equipment & Fuels**  
*Handout: Blower*

Pre-Operation: ECHO

- E: Engine check: cord undamaged, no leaks, and spark plugs, muffler, primer bulb (if applicable), and spark arrestor (if applicable) all OK.
- C: Check the body for: cracks, back straps adjusted, back pad OK, pull cord OK.
- H: Head of hose tight, no cracks in hose, throttle and trigger OK.
- O: On hand: mixed gas, safety glasses.

Operation: FLEW

- F: Fill the tank with mixed gas on a hard surface, turn switch on, turn choke on, prime it, pull cord until engine “burps”, turn choke off, pull cord until engine fires.
- L: Look at where you are blowing the debris.
- E: Everyone is aware of their surroundings and people approaching. Power down and point the tube away from them.
- W: Wear safety glasses at all times. Dust mask yellow vest and ear plugs may be needed. Use proper lifting techniques to raise the pack to your back.

Post-Operation: FIT

- F: Fill tank with mixed gas.
- I: Inspect the machine for wear and tear. Clean it.
- T: Tag it out if it is damaged or not running smoothly.

**S.O.G. 204**  
**Small Equipment & Fuels**  
*Handout: Hedge Trimmer*

Pre-Operation: ECHO

- E: Engine check: choke, spark plug, muffler, filter & cover, throttle trigger, on-switch, leaking. Need to tag it out?
- C: Check for tightness of nuts and screws, and blades that are bent or cracked or not sharp. Need to tag it out?
- H: Have to sign it out. Take a spare.
- O: On hand: mixed gas, safety glasses.

Operation: FLEW

- F: Fill the tank with mixed gas on a firm surface, push the primer bulb 3X, pull the cord until engine “burps”, turn off choke, pull cord until engine fires.
- L: Look at the height you are going for and keep it level; look to see the base is wider than the rounded top.
- E: Everyone wears safety glasses, uses proper lifting techniques, and operates the machine with both hands.
- W: Watch your surroundings. If people approach, power down and point the machine away from them.

Post-Operation: FIT

- F: Fill the tank with mixed gas.
- I: Inspect the machine for damage and clean it.
- T: Tag it out if needed, placing it at the SE door of the mechanics shop.

**S.O.G. 204**  
**Small Equipment & Fuels**  
*Handout: Pole Saw*

Pre-Operation: ECHO

- E: Engine check: choke, spark plug, throttle, on-switch, any leaking.
- C: Check the saw for tightness and sharpness. The shaft slides easily and is not bent.
- H: Have to sign it out. Take a spare.
- O: On hand: mixed gas, bar oil, tool.

Operation: FLEW

- F: Fill the tank with mixed gas on a hard surface. Turn the switch and choke on. Pull the cord until the engine “burps”. Turn the choke off and pull cord until the engine fires.
- L: Look for where the limb is likely to fall, and always have an escape route planned.
- E: Everyone wears safety glasses and keeps twenty feet or so away from the saw.
- W: Watch your surroundings for hazards. If people approach, power down and point the machine away from them.

Post-Operation: FIT

- F: Fill up the tank with mixed gas.
- I: Inspect the machine for wear and tear. Clean it.
- T: Tag it out if necessary. Leave it at the SE door of the mechanics shop.

**S.O.G. 204**  
**Small Equipment & Fuels**  
*Handout: ChainSaw*

Pre-Operation: ECHO

- E: Engine check: choke, spark plug, throttle, on-switch, any leaking.
- C: Check the saw for tightness and sharpness.
- H: Have to sign it out. Take a spare.
- O: On hand: mixed gas, bar oil, tool.

Operation: FLEW

- F: Fill the tank with mixed gas on a firm surface. Turn the choke on, pump primer 3X, set the lock safety guard, put saw on the ground, put your foot on it in the proper position, pull the cord until the engine “burps”, turn choke off, crank the cord until the engine fires.
- L: Look for where the wood is likely to fall. Always have an escape route planned.
- E: Everyone is aware of their surroundings, and keeps 20 feet away from the saw.
- W: Wear safety glasses and chaps.

Post-Operation: FIT

- F: Fill the tank with mixed gas.
- I: Inspect the machine for wear and tear. Clean it.
- T: Tag it out if used, putting it at the SE door to the mechanics shop.