1. Purpose

The Worldview Centre for Intercultural Studies is committed to providing a safe and healthy work environment for staff, students, volunteers and contractors.

The purpose of this policy is to ensure the safety of all persons in the correct and efficient use of Worldview’s gardening tools, lawn mowers, ‘whipper snippers’ and chain saws in the various gardening activities around the Worldview campus.

All this equipment, if used incorrectly, has the potential to inflict injuries and/or create hazardous situations.

2. Scope of Policy

This policy applies to all staff, students, volunteers and contractors who perform duties related to use of gardening tools at Worldview.
3. Definitions

Personal Protective Equipment (PPE): safety clothing and equipment for specified circumstances or areas, where the nature of the work involved or the conditions under which people are working, requires its wearing or use for their personal protection to minimise risk.

4. Policy Statement

4.1 The Worldview Maintenance Manager is responsible for the upkeep and maintenance of all machinery/tools and will ensure that they are always in safe operating condition.
4.2 The Maintenance Manager will allocate the gardening jobs as appropriate.
4.3 No equipment is to be used without permission and training from the Maintenance Manager. Training is particularly important in the use of powered tools.
4.4 After adequate training/explanation, people will always be asked if they are comfortable to perform certain duties and if they are not comfortable doing them, or would like further training, it is their responsibility to voice their concern or ask for assistance.

5. Supporting Procedures

Safety procedures:

5.1 For powered equipment know how to stop the motor quickly in an emergency. Understand the operation of all controls.
5.2 Avoid rotating blades on powered tools. Any adjustments required are to be done with the motor turned off. Keep guards on at all times.
5.3 Wear appropriate Personal Protective Equipment (PPE) depending on machinery used, including steel cap boots, safety glasses, ear muffs, gloves, protective clothing, hard hats. This will be provided by the Maintenance Manager.
5.4 Refuel equipment with care. Refuel outdoors in a well ventilated area with the engine off.
5.5 Clear area to be mowed of all sticks, rocks, wire, cords, etc. Never mow over gravelly areas.
5.6 Clear area of people, especially children and pets.
5.7 Always use mowers at walking pace. Always mow by walking forwards.
5.8 Never leave powered equipment unattended with the motor going.