

CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE	NUMBER: 112-11	REVISED: 1	PAGE <u>1</u> OF <u>2</u>
	SUBJECT: RIDING MOWER SAFETY PRECAUTION GUIDELINES		

1.0 POLICY

All City of Winona employees who have grass mowing as part of their regular duties shall follow safe working conditions while using riding mowers.

All operators of mowers will have on the job training and be required to read operating manuals on the machine they will operate. Mowers with Rollover Protection (ROP) shall be used in all areas with slopes which could result in loss of control of the machine.

2.0 ORGANIZATIONS AFFECTED

All employees operating riding mowers.

3.0 PROCEDURE

While operating a riding mower the following guidelines shall be followed:

- Always keep safety shields and covers in place, except for servicing.
- Always maintain a safe distance from people and pets when mowing.
- Always observe traffic laws while driving machine from one location to another.
- Always be alert for hazards such as rocks, metal objects and other debris which may be thrown or entangled by mower blades. Watch out for holes or deep depressions.
- Always wear adequate eye and foot protection when operating mower.
- Always wear adequate ear protection as noted in Policy 112-6.
- Always be aware of what is behind the machine before backing up.
- Never operate a poorly maintained machine, including tires, blades & engine.
- Never carry passengers.

DEPARTMENT: EHS COORDINATOR	SUPERSEDES: 6/27/02	PREPARED BY: PWD	APPROVED BY: JRB	DATE: 4/22/04 REVIEWED: 3/20/2013
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**ADMINISTRATIVE
PROCEDURE**

**SUBJECT: RIDING MOWER SAFETY
PRECAUTION GUIDELINES**

- Never attempt high speed maneuvering.
- Never make sudden stops or reverse direction, especially when going down slopes.
- Operator shall observe additional caution in terrain conditions which can affect traction resulting in possible loss of control of the machine. Some of the conditions to be aware of are:
 1. Wet terrain
 2. Depressions in the ground; i.e. holes, ruts, washouts
 3. Soil type; i.e. sand, loose dirt, gravel, clay
 4. Grass type, density, and height
 5. Extremely dry conditions of grass
 6. Tire pressure
- Remember to always exercise extreme caution when operating on any slope.
- Never put hands or feet under any part of the machine while it is running.
- Never leave machine unattended with ignition key in switch. Always maintain keys in your position.
- Never run the engine in an enclosed area unless exhaust is vented to the outside. Exhaust gases contain carbon monoxide which is odorless and deadly poison.
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- Never attempt to make any adjustments or repairs to the tractor. Repairs or maintenance requiring engine power should be performed by trained personnel only.
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- Never attempt to back machine onto transport trailer with attachment in raised position.
- Never direct discharge of material from mower deck or snow thrower towards bystanders.
- Seat belt must be fastened while operating a machine equipped with ROPS.
- Employee shall observe all "warning" safety decals on their machines.
- Employees not following mowing safety precautions will be subject to disciplinary action.

DEPARTMENT:
EHS
COORDINATOR

SUPERSEDES:
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