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# SAFE OPERATING PROCEDURE

## POLE SAW

The instructions recommended within this document apply to normal risk conditions. If the Pole Saw is to be operated in a dangerous or hostile environment, the user/client hiring this equipment from Pirie Hire Pty Ltd is responsible for conducting an appropriate risk analysis, and applying suitable controls to mitigate those additional risks.

### GENERAL SAFETY

- The Pole Saw can only be operated if it is in a safe and sound operating condition by a competent operator.
- No smoking, drugs or alcohol is permitted.
- Operator must stay within the safe operating limits of the machine.
- Ensure all operating functions are working prior to use.
- Operator to wear appropriate PPE (safety footwear, ear and eye protection etc).
- Worksites on or near roads must have separation from the flow of traffic.
- Operation of unit is best on firm ground. Using machine while standing on a ladder is not advised.
- Do not wear loose clothing or jewellery.
- Do not operate near other people.
- Ensure adequate fresh air is available if using machine in a small area.
- Do not leave machine unattended while still in operation.
- Switch off machine before refuelling.





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## **OPERATING CONDITIONS**

- Carry out a visual inspection on machine prior to use. If any leaks are spotted, do not operate machine.
- Check fuel and bar oil level before use.
- Ensure you stay a minimum of 3m from overhead powerlines.
- Always use a spotter while operating the pole saw.
- Ensure a straight wrist position when using pole saw.
- When carrying equipment, ensure the machine is switched off.
- When using machine in tight situations, use less throttle to control pruner.
- When cutting a limb that is under tension, use proper cutting techniques to avoid blade jamming or spring back when released.
- If blade gets jammed, turn off machine and remove obstruction. Tighten chain again before re using.
- Ensure you receive basic instructions on starting machine & operating functions.
- Do not allow children to operate the machine, and always ensure area is clear when starting up in case of accidental movements.
- Never use machine in confined spaces.
- Beware of hot exhaust on machine while in use.
- Refer to operator's manual for all other requirements.
- Ensure there are no slip/trip hazards in the area.
- Avoid standing on loose ground.
- Ensure fuel lever is in the "ON" position, engage the choke and pull cord to start machine.
- Use both hands at all times.
- Do not cut branches while standing in a position that can cause injury from stored energy. Always stand clear of the potential fall zone.

**The above instructions must be followed at all times. If any one of these instructions are not possible, contact the Pirie Hire staff immediately for assistance.**

**For a basic tutorial on the operation of a Pole Saw, watch this clip:**

**<https://www.youtube.com/watch?v=b3AD1dbNd78>**



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## POLE SAW - RISK ASSESSMENT

Risk Area/Hazard	Consequence	Likelihood	Controls
Machine striking somebody <ul style="list-style-type: none"> <li>Stored Energy</li> </ul>	<ul style="list-style-type: none"> <li>Serious Injury</li> <li>Fatality</li> </ul>	<ul style="list-style-type: none"> <li>Possible</li> </ul>	<ul style="list-style-type: none"> <li>Set up an exclusion zone around saw while operating</li> <li>Communication where possible</li> <li>Do not exceed saw operating limits and specifications</li> <li>Operate to the weather conditions</li> <li>Do not operate from a ladder</li> </ul>
Machine contacting overhead powerlines <ul style="list-style-type: none"> <li>Electrical</li> </ul>	<ul style="list-style-type: none"> <li>Serious Injury</li> <li>Fatality</li> </ul>	<ul style="list-style-type: none"> <li>Possible</li> </ul>	<ul style="list-style-type: none"> <li>Operator to assess area and use a spotter</li> </ul>
Hearing loss and asphyxiation from exhaust fumes <ul style="list-style-type: none"> <li>PPE</li> </ul>	<ul style="list-style-type: none"> <li>Long term hearing damage</li> <li>Breathing issues</li> </ul>	<ul style="list-style-type: none"> <li>Unlikely</li> </ul>	<ul style="list-style-type: none"> <li>Wear hearing protection</li> <li>Avoid operation in enclosed spaces</li> <li>If necessary, wear a respirator in confined areas</li> </ul>
Explosion or fire when refuelling <ul style="list-style-type: none"> <li>Electrical/Static</li> </ul>	<ul style="list-style-type: none"> <li>Serious Injury</li> <li>Fatality</li> </ul>	<ul style="list-style-type: none"> <li>Unlikely</li> </ul>	<ul style="list-style-type: none"> <li>Switch machine off before refuelling</li> <li>Avoid fuel touching hot engine parts</li> <li>Ensure fuel cap is sealed correctly</li> </ul>
Falling while operating machine <ul style="list-style-type: none"> <li>Manual technique</li> </ul>	<ul style="list-style-type: none"> <li>Minor Injury</li> </ul>	<ul style="list-style-type: none"> <li>Possible</li> </ul>	<ul style="list-style-type: none"> <li>Always maintain 2 points of contact with hands when using machine</li> <li>Always operate saw on stable ground to avoid tripping/falling</li> </ul>