

## SAFE OPERATING PROCEDURE

**Task / Equipment Description:** Pole Saw use (fuel-powered or electric)

Example photo only
















### Potential Hazards and Risks

- Exposed moving parts
- Hazardous chemicals
- Noise and vibration
- Musculoskeletal injuries
- Slips, trips and falls
- Adverse weather conditions
- Heat
- Dust
- Hit by falling objects
- Burns
- Kickback
- Fire
- Overhead power lines
- Severe lacerations
- Electrocution

***DO NOT use this equipment unless you have been trained in its safe use and operation.***

### Required Personal Protective Equipment (PPE)

	Gloves	Hearing Protection	Head Protection	Eye Protection	Eye (UV) Protection	Safety Footwear	FaceVisor / Welding	Dust Mask	Half Face Mask (P2)	Breathing Apparatus	Hi-Vis Apparel	Full Body Clothing	Harness
<b>PPE</b> ✓													
	✓	✓	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other PPE (describe):**

### ALWAYS

- Wear all PPE as per the manufacturer's operating manual.
- Check equipment before use for damage and/or fault.
- For Electric powered, check leads are in good condition with no damage and are inspected, tested and tagged.
- Place the pole saw on the ground or stable surface and then start.
- Switch machine off when not in use

*This document does not replace training it is provided as a guide to the safe use of this type of equipment. Refer to the manufacturer's manual or training documents for further information. This is a non-specific document and must be assessed against your particular brand of equipment and the working environment. Where necessary a Task Specific Risk Assessment should be undertaken.*

## NEVER

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- Never use equipment that is damaged or faulty.
  - Never operate a pole saw without a front-hand guard.
  - Never hold the pole saw in one hand or by one handle only.
  - Never walk with the pole saw while the blade is spinning.
  - Never stand directly under branches being cut.
  - Never fill up fuel or oil while the motor is running, allow the engine to cool and ensure others are out of the way
  - Never cut metal or nails
  - Never use in a confined area
  - Never commence cutting until the work area is clear, secure footing is obtained and a retreat route has been established
  - Never modify this equipment or PPE
  - Never remove or replace chain – return to Diamond Hire for assistance
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## Safe Operating Procedure:

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1. Pre-Operation – Safety Checks:
    - Identify ON/OFF switch and ensure you are familiar with all machine operations and controls
    - Undertake visual inspection of all parts.
    - Check that the chain is lubricated sharp and the tension is correct.
    - Adjust the hand grip to suit your size before starting work.
    - Before commencing work, inspect the work area to ensure it is clear of obstructions and objects, including persons.
    - Check for overhead powerlines within 3m above the work zone.
    - Ensure fuel and oil cap are secure and wipe off any spilled fuel before starting the saw and check for leaks.
    - Wear adequate and appropriate PPE.
  2. Operation – Safety Procedure:
    - Start pole saw while placed on the ground or stable surface.
    - Ensure no person or animal is endangered when operating equipment.
    - **Ensure you have a spotter when using a pole saw.**
    - Maintain a straight wrist position. Avoid using your wrist in a bent, extended or twisted position.
    - Maintain a proper balance and secure footing. Do not stand on slippery, uneven or unstable surfaces. Do not work in odd positions or on ladders.
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- Always hold your pole saw pruner firmly with both hands while you are working.
  - When carrying equipment, the engine must be stopped, the guide bar facing the front, and the hot muffler kept away from your body.
  - In tight situations, cutting at part-throttle or low engine speed may be better to control the pole saw pruner.
  - When cutting a limb under tension, ensure proper cutting techniques prevent the blade from jamming or debarking the tree. Be alert for springback so that the limb will not strike you or the saw when the tension in the wood fibre is released. Stay on the uphill while pruning; limbs may roll down the hill when cut.
  - Keep all parts of your body away from the saw chain or blade while the engine is running.
  - **If the blade gets jammed, turn off the engine and remove any obstruction. Reattach the chain and tighten it.**
  - Only clear the jam once the blade has stopped moving. Never grasp the blade.
  - Ensure regular rest breaks are taken to reduce manual handling risks associated with static posture and vibration.
  - **Maintain a distance of at least 15m from electrical lines.**
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3. Post-Operation – Housekeeping:

- Ensure the blade has stopped spinning before removing waste material/workpiece.
  - Ensure the blade has stopped spinning before placing it on the ground.
  - Use the chain guard (scabbard) when the machine is carried or not in use, and
  - Keep the work area and implement shed in a safe, clean and tidy condition.
  - Check guide bar for burring and sprocket for wear.
  - Secure chainsaw in vehicle to prevent turnover, chain oil spillage and damage
  - Clean plastic surfaces with a cloth and do not spray chainsaw with water
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