

<b>SAU-56</b> Somersworth School District	<b>SAFE WORK PROCEDURE</b>	<b>Snow Blower</b> Page 1 of 3
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<b>LOCATION OF WORK</b>	<b>WRITTEN BY:</b>	<b>APPROVED BY:</b>	<b>DATE</b>	<b>LAST REVISION</b>
All Schools	Karl Ingoldsby	Somersworth School District JLMC	3/4/2020	New

<b>HAZARDS PRESENT</b>	<b>Personal Protective Equipment (PPE)</b>	<b>ADDITIONAL RECCOMENDATIONS</b>
<ul style="list-style-type: none"> <li>✓ Discharge of objects</li> <li>✓ Slip / trip hazards / falls</li> <li>✓ Fire</li> <li>✓ Muscle strains</li> <li>✓ Carbon monoxide (if started indoors)</li> <li>✓ Equipment failure (snow overload)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Safety glasses</li> <li>✓ Hearing protection</li> <li>✓ High vis. vest</li> </ul>	<ul style="list-style-type: none"> <li>✓ Equipment orientation</li> <li>✓ Footwear with good traction</li> <li>✓ Warm gloves</li> <li>✓ Adequate winter garments</li> <li>✓ See Snow Removal Procedures</li> </ul>

**SAFE WORK PROCEDURE**

- CHECK THE GENERAL CONDITION OF THE SNOW BLOWER:**
1. Look around and underneath the snow blower for signs of oil or gasoline leaks. Notify your supervisor if leaks are found.
  2. Look for signs of damage and excessive wear.
  3. Check the impeller to be sure it is not frozen by removing the spark plug wire, engaging attachment clutch and pulling the rewind starter. If it is frozen, move to a heated area to thaw.
  4. Check each control for proper operation.
    - a. check the function of the clutches – they should engage and disengage properly
    - b. check the dual handle interlock
    - c. remote wheel lock – squeeze and release the interlock control, wheel should lock or unlock properly.
    - d. axle lock pins – lock both wheels to increase traction; unlock one wheel to allow for easier turning of the unit.
    - e. Adjust runners to suit conditions.
    - f. Position the chute deflector at the desired height.
  5. Check the impeller for wear.
  6. Check that all nuts, bolts, screws are tightened.
  7. Ensure that all safety devices are in place.
  8. Check that the engine crankcase oil is full using the dipstick.
  9. Check the fuel level and fill if necessary. Follow established procedures; never add fuel until the snow blower engine has cooled. Starting with a full tank will help to eliminate or reduce operating interruptions for refueling.

- SAFETY & PRE – USE INSTRUCTIONS:**
1. Check overhead and side clearances carefully before operation
  2. Be aware of traffic when operating along the streets or curbs.
  3. Keep children and people out of the work area and under watchful care.
  4. Do not operate near drop-offs, ditches or embankments. The unit can suddenly turn over.
  5. Falling snow can reduce vision and can cause an accident.

6. Never place your hands or any part of your body or clothing inside or near any moving part while the unit is running.
7. Keep hands away from all pinch points
8. Never direct discharge towards persons or property that may be injured or damaged by thrown objects. Use extreme caution on gravel surfaces. Adjust the skid shoes so the scraper blade does not contact the gravel.
9. Do not throw snow any higher than necessary.
10. Fumes from the engine can cause injury or death (CO poisoning). DO NOT run the engine in an enclosed area. Always provide good ventilation.
11. Always disengage the attachment, stop the unit and engine, remove the key and allow all moving parts to stop before leaving the operator's position
12. The rotating auger can cause serious injury, never attempt to unclog or clean the unit while the engine is running.
13. Do not overload the machine capacity by attempting to operate or to clear snow at too fast a rate.
14. Disengage the attachment drive when traveling from one work area to another.
15. Never fill the fuel tank when the engine is running or fill or drain the fuel tank indoors.
16. Inspect the work area and remove objects which might be picked up and thrown. Do not operate near glass enclosures, automobiles, make sure area is free from people or animals.

#### **STARTING THE ENGINE: MANUAL START**

1. Disengage the traction clutch and attachment drive clutch levers fully.
2. Push the primer bulb 2 or 3 times for a cold engine. Apply choke if engine is cold.
3. Set throttle to proper starting position, part throttle position for cold weather starts and at fast position for normal starts.
4. Insert the key into the ignition switch and turn it to the "RUN" position.
5. Stand to the right of the unit and grasp starter handle and pull rope out slowly until it pulls harder, this is the compression stroke, let rope rewind slowly. Then pull rope with a rapid continuous full arm stroke. Let rope rewind slowly. Repeat until the engine starts.
6. If unit is equipped with an electric starter: connect an extension cord to the starter. Follow steps 1 through 3 above. Turn the engine shut off switch "ON" position. Press the starter button until the engine starts. Adjust choke as needed. Disconnect the extension cord.
7. After engine has started, set throttle to fast position.
8. Position the speed selector in the notch for the desired speed. Moving the speed selector forward increases the forward speed, moving the selector backward increases the reverse speed.
9. Press down on the right clutch lever to engage the attachment clutch to throw snow.
10. Press down on the left hand lever to engage the traction drive clutch to drive the unit.
11. When transporting unit to area to be cleared, set the throttle to slow or part throttle. Press down on the handlebars enough to raise the front of the snow blower slightly off the surface and engage wheel drive clutch without engaging the attachment drive clutch.
12. Clear snow by running machine in an overlapping series of paths.
13. Run for a few minutes after throwing snow to prevent freeze-up of impeller.
14. To stop the machine: Release the traction drive clutch lever and allow the unit to come to a complete stop. Release attachment clutch and wait for all moving parts to come to a complete stop. Throttle down and turn key to "OFF" position.

**REGULATORY REQUIREMENTS**

- Manufacturers instruction manual