

## APPENDIX A TRIMMERS SAFETY CHECKLISTS

### Weed Trimmers

- Start the engine on firm ground in an open area, holding the trimmer with two hands while maintaining good balance and footing.
- Maintain good footing and balance while operating the equipment. Do not overreach.
- Do not raise the weed trimmer head above waist level.
- Keep all parts of your body away from the trimmer head and muffler when engine is running.
- Stop or idle the engine when people or animals come too near.
- Hold the trimmer so that debris is directed away from you.
- Store gas-powered models in an upright position to help prevent spills.

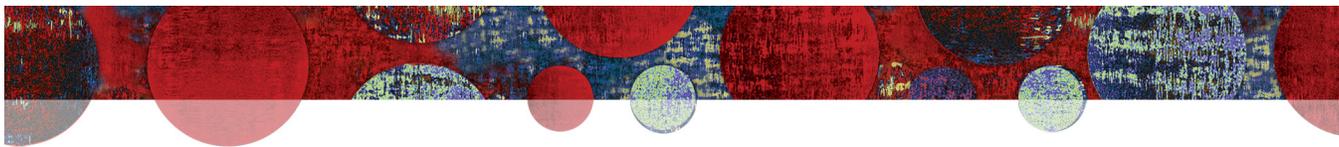
### Hedge Trimmers (Power Shears)

- Select a trimmer that is comfortable and easy to handle.
- Never use electric trimmers in the rain, on wet grass or shrubs, or near water. If using an electric model, plug it into a ground fault interrupted outlet if the cord is not double insulated.

## APPENDIX B BLOWERS SAFETY CHECKLIST

- Start and run the equipment in an upright position.
- Operate with tubing attached.
- Direct the discharge of debris away from people, animals and property that could be damaged. Be aware of solid objects that could cause discharged materials to ricochet.
- Blowers should not be operated on ladders or unstable surfaces.
- Blowers should not be used to spread or mist chemicals, fertilizers and other toxic materials.

**“Leaf Blowers: Proper Operation” video produced by Portable Power Equipment Manufacturers Association: A 19-minute DVD available through the MCIT Video Library provides general guidelines and recommendations for eliminating unsafe operation of leaf blowers and preventing environmental damage as a result of leaf blower use.**



## APPENDIX C MOWER SAFETY CHECKLISTS

### Before Mowing

- Dress properly. Wear close-fitting clothes with long sleeves and pants, work boots with good traction, and properly fitted ear and eye protection. A pair of heavy gloves should be kept handy when servicing the mower blade.
- Familiarize yourself with the machine. Although many mowers may have similar components, every machine has specific features. Read the operator's manual to familiarize yourself with the machine. Check the mower's safety guards to ensure they are in proper working condition. Pay attention to warning labels and know how to stop the machine quickly when needed.
- Inspect the mower daily before use. When inspecting the mower, do so on a flat, hard surface. Check the hydraulic system, coolant, oil and fuel to ensure proper levels. Inspect the condition of the air cleaner or filter. Clean off radiator screen on riding mowers. Ensure that belts, catchers and guards are in proper working order. Refer to the operator's manual for inspection procedures.
- When fueling, pay attention to the type of fuel used. Ethanol can damage fuel system components. Avoid fuels containing more than a 10 percent mixture of ethanol.
- Check your work area. Before mowing, inspect the area for hidden hazards such as rocks, bottles, wire and sticks. These hazards can become projectiles when struck by the mower blades and cause injuries to pedestrians and the operator, and damage property. Also note natural hazards such as bee nests and slippery terrain.

### While Mowing

- Pay attention to your surroundings. Stop the mower when a person or animal approaches. Watch for hidden hazards that were missed during the pre-inspection of the area. Never position the side-discharge toward people or property.
- Use caution on slopes. Never mow up and down slopes, mow across them. Decrease your speed when mowing on slopes.
- If the discharge chute becomes clogged, make sure to turn off the engine before getting off the mower. Disconnect the spark plug wire to prevent accidental start up and clear the discharge with a stick or a tool, never your hands.
- If it is necessary to refuel, bring the mower to a stop on a flat, hard surface. Turn the engine off and allow the engine to cool. Be careful when filling the tank and wipe up any spills.

### After Mowing

- Clean and maintain the mower. When shutting down a riding mower, the operator should remain seated when turning off the engine. Make sure the engine is stopped and the engine is off before cleanup and maintenance. Disconnect the spark plug to perform routine maintenance procedures as detailed in the operator's manual. Use caution when cleaning the mower, mower deck and discharge chute. Parts of the engine will be hot after shutdown.
- If the mower needs repair, tend to it quickly. If a problem cannot be fixed immediately, ensure that the mower is unable to be used until the repair is made.

### Other Safety Precautions

- Never leave a running mower unattended.
- Never disconnect the discharge chute guard or any other safety feature installed by the manufacturer.
- Never refill with gas when the engine is still hot.
- If a riding mower is equipped with a rollover protective structure, it is important that the user wears the equipped seat belt.



# APPENDIX E



## NONEMPLOYEE ACCIDENT INJURY REPORT

Minnesota Counties Intergovernmental Trust  
 100 Empire Dr., Suite 100, St. Paul MN 55103  
 Toll-free: 1.866.547.6516 Local: 651.209.6400

**SUBMIT REPORT**  
 Upload with Liability Incident Notice through the  
 online MCIT member portal ([MCIT.org](http://MCIT.org))

<b>Member Name</b>			
<b>Claimant Name</b>		<b>Claimant Age</b>	
<b>Claimant Address</b>		<b>Marital Status</b>	
<b>Claimant E-mail</b>		<b>Claimant Primary Phone</b>	
<b>Claimant Occupation</b>		<b>Claimant Alternate Phone</b>	
STATEMENT			
<b>Date</b>		<b>Time (include a.m./p.m.)</b>	
<b>Address of Incident</b>			
<b>Location of Incident (choose one)</b>		<input type="checkbox"/> Indoors	<input type="checkbox"/> Outdoors
<b>How did the incident occur?</b>			
<b>How was the incident reported?</b>			
<b>What injuries resulted?</b>			
<b>What medical care is to be/was rendered?</b>			
<b>What is the name of the treating physician/hospital?</b>			
<b>Who was with the claimant at the time of the incident?</b>			
<b>What caused the incident (activities, equipment, person, conditions involved)?</b>			
<b>Employee receiving the above statement</b>			
<b>Date</b>		<b>Claimant's Signature</b>	
SUPERVISOR/EMPLOYEE STATEMENT			
<b>Employees who saw the incident</b>			
<b>Employee's description of the incident</b>			
<b>Condition of the area</b>			
<b>Comments (employees' opinions):</b>			
WITNESS INFORMATION			
<b>Name</b>	<b>Address</b>	<b>Phone</b>	<b>E-mail</b>