

# Louisiana State University

## Office of Facility Services

### Operating Instruction 6603

Revision: 1  
Effective Date: September 1, 2011  
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**SUBJECT: STRING TRIMMING PROCEDURES**

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#### **I. General**

- A. As an employee of Landscape Services, employees are required to follow all Office of Facility Services requirements regarding proper safety and procedures as stated in the OFS Operating Instructions.
- B. Training on proper use of string trimmers will be given by departmental managers to all applicable personnel during scheduled safety meetings twice per year and this training will be documented.
- C. All string trimmers will be continually inspected by the operators to ensure that guards are in place and properly positioned prior to use.
- D. Congested areas of campus will be avoided as much as possible and chemical control will be utilized upon the direction of management.
- E. Parking lot curb lines and islands will be worked on off hours/weekends as much as possible.
- F. Inmate details will not operate string trimmers in congested areas of campus during regular business hours.

- G. Under the direction and observation of an LSU supervisor and Correctional Officers, inmates will be utilized to operate string trimmers in parking lots on weekends and on additional days when the lots are not full.
- H. Operators will exercise caution at all times and avoid use of string trimmers near vehicles, building windows, pedestrians, etc. where potential damage and harm can be incurred.
- I. Operators will continually inspect the grounds in the core of campus and around parking lots to ensure area is cleared of gravel, pieces of concrete and other debris that may cause property damage or safety issues.
- J. Supervisory staff will continually perform quality control inspections regarding the proper usage of the equipment, as well as ensure proper safety and procedures are followed, which is a component of performance reviews.