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		Revision	00
		Date	15/05/2025
This manual aims to guide the user in the safe and efficient use of this product.			

1. IDENTIFICATION OF THE WORK AND TASKS

For sweeping, collecting, and gathering leaves, cut grass, and light plant debris on garden or agricultural surfaces.

2. RISK ASSESSMENT

2.1. Risk Identifications

1. Cut or puncture hazards

- Accidental impacts to nearby people or objects with the broom handle or head.
- Possible projection of small plant debris when sweeping vigorously.

2. Ergonomic, postural, and repetitive motion risks

- Muscle fatigue or pain in arms, shoulders, and back due to prolonged use.
- Injuries caused by forced postures when sweeping for long periods at uncomfortable angles.
- Rashes, irritations, or chafing due to repeated friction or poorly fitted gloves/knee pads.

3. Risks of falls, trips, and loss of control

- Tripping over the broom handle or head when it is carelessly left on the ground.
- Loss of balance when sweeping on wet, sloped, or uneven surfaces.

4. Risks due to poor condition or improper use

- Tools in poor condition (loose, splintered, or deformed handles, or loose heads) that increase the risk of accidents.
- Improper use, such as applying excessive force or using the broom to move heavy materials, which may damage the tool or cause injury to the user.

2.2 Risk Assessment

Hazard	Consequence	Probability	Severity	Risk
Impact and projection	Impacts to people / minor injuries	Medium	Low	Bajo
Ergonomic, postural, repetitive	Pain/fatigue in back and arms	High	Medium	High
Falls and loss of control	Trips, falls, loss of control	Medium	Medium	Medio
Poor condition or improper use	Accidents caused by damaged handles/heads	Medium	Medium	Medio

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2.3. Preventive Measures for Identified Risks

1. Impact and projection risks
 - Maintain a safe distance from other people during operation.
 - Wear safety glasses when working on stony surfaces or with loose material.
2. Ergonomic, postural, and repetitive motion risks
 - Take regular breaks to avoid muscle fatigue.
 - Alternate tasks or working positions to reduce strain on shoulders, back, joints, and to prevent hand chafing.
 - Use ergonomic sweeping techniques, avoiding forced postures.
3. Risks of falls, trips, and loss of control
 - Maintain a stable posture, with feet shoulder-width apart.
 - Avoid using the tool in adverse weather conditions.
 - Avoid working on wet or slippery surfaces without appropriate footwear.
 - Do not leave the broom lying on the ground; place it safely with the bristles or teeth facing downward to prevent tripping.
4. Risks due to poor condition or improper use
 - Inspect the broom before each use, checking the condition of the handle and head.
 - Replace loose handles or damaged heads immediately.
 - Use the broom only for leaves and light debris; do not force it with heavy materials.
 - Store tools in safe, dry, and orderly places.
 - Transport them safely to prevent accidental damage.

2.4. Corrective Measures in Case of Accident

1. Impacts or projections
 - If particles enter the eyes, rinse them with plenty of clean water and do not rub.
 - Seek medical attention in case of persistent pain or loss of vision.
 - Check the tool and the work area before continuing.
2. Ergonomic, postural, or overexertion injuries
 - Stop the task if pain, numbness in arms, shoulders, or back, and/or hand chafing occurs.
 - Perform gentle stretching and rest before resuming work.
 - Consult a doctor if the pain persists or worsens.
3. Falls, trips, or loss of control
 - If a fall occurs, stop the activity and check for possible fractures.
 - Seek assistance if it is not possible to move safely.
 - Clean and organize the work area before resuming the activity.
4. Accidents due to poor condition or improper use
 - Stop using the tool if damage or excessive wear is observed.
 - Repair or replace defective parts immediately.
 - Store the tool in a safe and dry place before using it again.

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2.5. Evaluation of the Effectiveness of the Measures

- The effectiveness of these measures will be evaluated by verifying that, after their application, the situation has been safely controlled, the user has received the necessary care, and the tool has been inspected or repaired before resuming work.
- It is also recommended to periodically check the condition of the tool and compliance with safety regulations, adapting the measures if new risks arise in the work environment.

3. INSTRUCTIONS FOR USE

3.1. Aspects to consider when preparing for use

- Keep the work area free of people, animals, and obstacles.
- Check that the broom is in good condition (secure head, bristles, and undamaged handle).
- Use appropriate personal protective equipment (gloves and safety glasses).
- Work in a firm, stable, and well-lit area.
- Avoid distractions, fatigue, or use under the influence of alcohol, drugs, or medication.
- Keep the tool protected and stored safely when not in use.

3.2. Aspects to consider during use

- Always maintain a stable and safe posture.
- Hold the broom firmly using both hands.
- Avoid using the tool with wet hands or on slippery surfaces.
- Use the broom only for its intended purpose (sweeping leaves and light debris).
- Do not force the tool or apply more force than necessary.
- Take regular breaks to avoid fatigue and overexertion.
- Stay focused on the task, avoiding distractions.
- Place the broom safely when not in use to prevent tripping.

3.3. Warnings

- The tool is dangerous if used improperly; it may cause accidents and lead to legal liability.
- Keep out of reach of children or untrained persons.
- Do not use under the influence of alcohol, drugs, or medication.

This manual aims to **guide the user** in the safe and efficient use of this product.

- Do not use in conditions of inadequate visibility.
- Use safety gloves.
- Use safety footwear.
- Use eye protection.
- Keep other people out of the work area.
- Refer to the instruction manual.



4. MAINTENANCE AND STORAGE

4.1. Cleaning

- Clean the broom after each use to remove leaves, soil, or accumulated debris.
- If it has metal parts, dry off any moisture to prevent corrosion.
- If the broom is made of metal, apply oil or a protective liquid to prevent rust.

4.2. Condition check

- Check that the metal or plastic head is not broken, bent, or deformed.
- Ensure that the handle is firm, without splinters, cracks, or looseness.
- Inspect the connection between the head and the handle to ensure it is secure.

4.3. Storage

- Store in a dry, clean place protected from moisture.
- Keep out of reach of children and unauthorized persons.
- Hang or store on suitable supports to prevent falls or deformation.
- Do not leave the tool outdoors or in direct contact with damp ground.

4.4. Specific maintenance

- Replace the handle if it shows wear, splinters, or cracks.
- Replace the head in case of breakage or deformation.

4.5. Recycling and environment

- When the tool is no longer functional, manage it according to local waste regulations.
- Properly separate the different materials (metal/plastic from the head and wood from the handle).
- Dispose of the components at authorized recycling points.
- Avoid leaving the tool in the natural environment.

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5. CONTACT AND SUPPORT

If you have any questions or need additional assistance, please do not hesitate to contact our customer service:

- **Email:** comercial@bellota.com
- **Telephone:** 0034 943 73 90 00
- **Website:** www.bellota.com

We appreciate your trust in our products and are committed to ensuring your safety and satisfaction.