561730 LANDSCAPE CONTRACTOR LAWN & GARDEN SERVICES Safety Program

# SAFETY PROGRAM

# LANDSCAPE CONTRACTOR

# LAWN & GARDEN SERVICES

# NAICS CODE 561730

### PREFACE

### How to Use This Manual

**To The Employer:**

The purpose of this manual is to provide general guidelines for developing your own integrated safety and health management program. It has been written to address the safety needs of your specific industry. The essential elements covered in this manual include: top management’s commitment and involvement; the establishment and operations of safety committees; provisions for safety and health training; first aid procedures; accident investigations; record keeping of injuries; and workplace safety rules, policies, and procedures.

If this manual meets the general needs of your establishment, it may be used as a basic template for developing your company’s initial safety program. If you have already established a company safety program and are currently maintaining it, you may use this manual to add or modify those areas of your current program that you do not feel are adequate. Either way, this manual should not be considered as the single source for meeting your safety needs. It will have to be modified and continuously improved upon by you to adequately reflect your on-going business environment. For example, if a safety committee meets weekly or quarterly instead of monthly, then Section II of the manual should be amended to accommodate this practice. If there is a safety rule, policy, or procedure appropriate for the work or work environment which has not been included, or if a rule included in Section VII is inappropriately written, then a new safety rule, policy, or procedure should be added to improve the manual. Likewise, if a specific rule in the Safety Rules, Policies, and Procedures section does not apply because the equipment or work operation described is not used, then that specific rule should be crossed out or deleted from the manual. If accidents occur, new safety rules should be developed and incorporated into Section VII of this manual to prevent their recurrence.

Note also that due to the unique nature of each individual business and the differing requirements of various regulatory agencies, the authors of this manual cannot assume any liability for the completeness of its content. Use of all or part of this manual does not relieve you as an employer of your responsibility to comply with applicable local, state, or federal laws.

Finally, the following website [**www.osha.gov/oshstats/std1.html**](http://www.osha.gov/oshstats/std1.html) can be accessed to display a list of the most frequently cited Federal or State OSHA standards for the above listed code(s). The data shown reflects OSHA citations issued by the Federal or State OSHA during the specified fiscal year. If you are interested in reviewing other SIC codes, an online SIC code manual is also available at this website.

**TABLE OF CONTENTS**

Preface

Table of Contents

**Section I** - Management Commitment and Involvement

Policy Statement

**Section II** - Safety Committee

Safety Committee Organization

Responsibilities

Meetings

 Meeting Minutes

**Section III** - Safety and Health Training

Safety and Health Orientation

Job-Specific Training

Periodic Retraining of Employees

**Section IV** - First Aid Procedures

Minor First Aid Treatment

Non-Emergency Medical Treatment

Emergency Medical Treatment

First Aid Training

 First Aid Instructions

**Section V** - Accident Investigation

Accident Investigation Procedures

 Investigation Report Form

**Section VI** - Recordkeeping Procedures

Recordkeeping Procedures

**Section VII** - Safety Rules, Policies, and Procedures

Safety Rules, Policies, and Procedures

### Section I.

### MANAGEMENT COMMITMENT AND INVOLVEMENT

### POLICY STATEMENT

The management of this organization is committed to providing employees with a safe and healthful workplace. It is the policy of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

Employee recommendations to improve safety and health conditions will be given thorough consideration by our management team. Management will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment.

The primary responsibility for the coordination, implementation, and maintenance of our workplace safety program has been assigned to:

Name:

Title: Telephone:

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. Our safety program coordinator, myself, or other members of our management team will participate with you or your department's employee representative in ongoing safety and health program activities, which include:

• Promoting safety committee participation;

• Providing safety and health education and training; and

• Reviewing and updating workplace safety rules.

This policy statement serves to express management's commitment to and involvement in providing our employees a safe and healthful workplace. This workplace safety program will be incorporated as the standard of practice for this organization. Compliance with the safety rules will be required of all employees as a condition of employment.

 Signature of CEO/President Date

### Section II.

### SAFETY COMMITTEE

**Safety Committee Organization**

A safety committee has been established as a management tool to recommend improvements to our workplace safety program and to identify corrective measures needed to eliminate or control recognized safety and health hazards. The safety committee employer representatives will not exceed the amount of employee representatives.

**Responsibilities**

The safety committee will be responsible for assisting management in communicating procedures for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.

The safety committee will be responsible for assisting management in reviewing and updating workplace safety rules based on accident investigation findings, any inspection findings, and employee reports of unsafe conditions or work practices; and accepting and addressing anonymous complaints and suggestions from employees.

The safety committee will be responsible for assisting management in updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.

The safety committee will be responsible for assisting management in evaluating employee accident and illness prevention programs, and promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.

Safety committee members will participate in safety training and be responsible for assisting management in monitoring workplace safety education and training to ensure that it is in place, that it is effective, and that it is documented.

Management will provide written responses to safety committee written recommendations.

**Meetings**

Safety committee meetings are held quarterly and more often if needed and each committee member will be compensated at his or her hourly wage when engaged in safety committee activities. Management will post the minutes of each meeting in a conspicuous place and the minutes will be available to all employees.

All safety committee records will be maintained for not less than three calendar years.

### SAFETY COMMITTEE MINUTES

Date of Committee Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time:\_\_\_\_\_\_\_\_\_\_\_\_\_ Minutes

Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Members in Attendance

Name Name Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous Action Items: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review of Accidents Since Previous Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommendations for Prevention: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommendations from Anonymous Employees:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suggestions from Employees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommended Updates to Safety Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommendations from Accident Investigation Reports: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Safety Training Recommendations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Section III.

### SAFETY AND HEALTH TRAINING

**Safety and Health Orientation**

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to a copy of this safety manual, through his or her supervisor, for review and future reference, and will be given a personal copy of the safety rules, policies, and procedures pertaining to his or her job. Supervisors will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our workplace safety program manual. All employees will be instructed by their supervisors that compliance with the safety rules described in the workplace safety manual is required.

**Job-Specific Training**

• Supervisors will initially train employees on how to perform assigned job tasks safely.

• Supervisors will carefully review with each employee the specific safety rules, policies, and procedures that are applicable and that are described in the workplace safety manual.

• Supervisors will give employees verbal instructions and specific directions on how to do the work safely.

• Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.

• All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.

• Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

**Periodic Retraining of Employees**

All employees will be retrained periodically on safety rules, policies and procedures, and when changes are made to the workplace safety manual.

Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

### Section IV.

### FIRST AID PROCEDURES

### EMERGENCY PHONE NUMBERS

Safety Coordinator Poison Control

First Aid Fire Department

Medical Clinic Police

Clinic Address Ambulance

**Minor First Aid Treatment**

First aid kits are stored in the front office and in the employee lounge. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

• Inform your supervisor.

• Administer first aid treatment to the injury or wound.

• If a first aid kit is used, indicate usage on the accident investigation report.

• Access to a first aid kit is not intended to be a substitute for medical attention.

• Provide details for the completion of the accident investigation report.

**Non-Emergency Medical Treatment**

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

• Inform your supervisor.

• Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary.

• Provide details for the completion of the accident investigation report.

**Emergency Medical Treatment**

If you sustain a severe injury requiring emergency treatment:

• Call for help and seek assistance from a co-worker.

• Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.

• Provide details for the completion of the accident investigation report.

**First Aid Training**

Each employee will receive training and instructions from his or her supervisor on our first aid procedures.

### FIRST AID INSTRUCTIONS

**In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.**

WOUNDS:

Minor: Cuts, lacerations, abrasions, or punctures

• Wash the wound using soap and water, rinse it well.

• Cover the wound using clean dressing.

Major: Large, deep, and bleeding

• Stop the bleeding by pressing directly on the wound, using a bandage or cloth.

• Keep pressure on the wound until medical help arrives.

BROKEN BONES:

• Do not move the victim unless it is absolutely necessary.

• If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.

BURNS:

Thermal (Heat)

• Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water.

• Blot dry the area and cover it using sterile gauze or a clean cloth.

Chemical

• Flush the exposed area with cool water immediately for 15 to 20 minutes.

EYE INJURY:

Small particles

• Do not rub your eyes.

• Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.

Large or stuck particles

• If a particle is stuck in the eye, do not attempt to remove it.

• Cover both eyes with bandage.

Chemical

• Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

NECK AND SPINE INJURY:

• If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

HEAT EXHAUSTION:

• Loosen the victim's tight clothing.

• Give the victim "sips" of cool water.

• Make the victim lie down in a cooler place with the feet raised.

### Section V.

### ACCIDENT INVESTIGATION

**Accident Investigation Procedures**

An accident investigation will be performed by the supervisor at the location where the accident occurred. The safety coordinator is responsible for seeing that the accident investigation reports are being filled out completely, and that the recommendations are being addressed. Supervisors will investigate all accidents, injuries, and occupational diseases using the following investigation procedures:

• Implement temporary control measures to prevent any further injuries to employees.

• Review the equipment, operations, and processes to gain an understanding of the accident situation.

• Identify and interview each witness and any other person who might provide clues to the accident's causes.

• Investigate causal conditions and unsafe acts; make conclusions based on existing facts.

• Complete the accident investigation report.

• Provide recommendations for corrective actions.

• Indicate the need for additional or remedial safety training.

Accident investigation reports must be submitted to the safety coordinator within 24 hours of the accident.

### ACCIDENT INVESTIGATION REPORT

 REPORT #

COMPANY: ADDRESS:

1. Name of injured: S.S. #:

2. Sex: [ ] M [ ] F Age: Date of accident:

3. Time of accident: a.m. p.m. Day of accident:

4. Employee's job title:

5. Length of experience on job: (years) (months)

6. Address of location where the accident occurred:

7. Nature of injury, Injury type, and Part of the body affected:

8. Describe the accident and how it occurred:

9. Cause of the accident:

1. Was personal protective equipment required? [ ] yes [ ] no

Was it provided? [ ] yes [ ] no

Was it being used? [ ] yes [ ] no If "no", explain.

Was it being used as trained by supervisor or designated trainer? [ ] yes [ ] no

If "no", explain.

11. Witness(es):

12. Safety training provided to the injured? [ ] yes [ ] no If "no", explain.

13. Interim corrective actions taken to prevent recurrence:

14. Permanent corrective action recommended to prevent recurrence:

15. Date of report

 Prepared by:

Supervisor (Signature) Date:

16. Status and follow-up action taken by safety coordinator:

Safety Coordinator (Signature) Date:

### INSTRUCTIONS FOR COMPLETING THE ACCIDENT INVESTIGATION REPORT

An accident investigation is not designed to find fault or place blame but is an analysis of the accident to determine causes that can be controlled or eliminated.

**(Items 1-6) Identification**: This section is self-explanatory.

**(Item 7) Nature of Injury**: Describe the injury, e.g., strains, sprain, cut, burn, fracture. **Injury Type**: First aid -injury resulted in minor injury/treated on premises; Medical - injury treated off premises by physician; Lost time -injured missed more than one day of work; No Injury - no injury, near-miss type of incident. **Part of the Body**: Part of the body directly affected, e.g., foot, arm, hand, head.

**(Item 8) Describe the accident**: Describe the accident, including exactly what happened, and where and how it happened. Describe the equipment or materials involved.

**(Item 9) Cause of the accident**: Describe all conditions or acts which contributed to the accident, i.e.,

a. unsafe conditions - spills, grease on the floor, poor housekeeping or other physical conditions.

b. unsafe acts - unsafe work practices such as failure to warn, failure to use required personal protective equipment.

**(Item 10) Personal protective equipment**: Self-explanatory

**(Item 11) Witness(es)**: List name(s), address(es), and phone number(s).

**(Item 12) Safety training provided**: Was any safety training provided to the injured related to the work activity being performed?

**(Item 13) Interim corrective action**: Measures taken by supervisor to prevent recurrence of incident, i.e., barricading accident area, posting warning signs, shutting down operations.

**(Item 14)**: Self-explanatory

**(Item 15)**: Self-explanatory

**(Item 16) Follow-up**: Once the investigation is complete, the safety coordinator shall review and follow-up the investigation to ensure that corrective actions recommended by the safety committee and approved by the employer are taken, and control measures have been implemented.

### Section VI.

### RECORDKEEPING PROCEDURES

**Recordkeeping Procedures**

The safety coordinator will control and maintain all employee accident and injury records. Records are maintained for a minimum of five (5) years and include:

Accident Investigation Reports (see Section V for sample form).

Workers' Compensation Notice of Injury Reports (ACORD form or state equivalent form).

Log & Summary of Occupational Injuries and Illnesses (current OSHA or State equivalent form). The current OSHA recordkeeping information and forms can be found on their Web site: <http://www.osha.gov/recordkeeping/index.html>.

Documentation of safety and health training for each worker.

Records of hazard assessment inspections.

### Section VII.

### SAFETY RULES, POLICIES, AND PROCEDURES

The safety rules contained on these pages have been prepared for your guidance and protection in your daily work. Employees are to study these rules carefully, review them often, and observe these precautions and good common sense in carrying out their duties.

LAWN MAINTENANCE PERSONNEL

General Rules

Lifting Procedures

Ladders and Step Ladders

Gasoline Powered Lawn Maintenance Tools

Mowing

Edging

Line Trimming/Weed Eaters/Brushcutters

Backpack Blowers

Chain Saws

Hedge and Tree Trimming

Hand Saws

Vehicle/Trailer Safety

Lawn Mower Blade Removal and Sharpening

PESTICIDE AND FERTILIZER SPRAYING OPERATORS

Pesticide and Fertilizer Spraying

LAWN MAINTENANCE PERSONNEL

General Rules

1. When working outdoors during the day, wear sun block, a long sleeve shirt, a hat, and long pants.

2. Stop lawn maintenance operations during an electrical storm and when lightning is visible or thunder is heard.

3. Use work gloves when handling tree stumps and branches.

4. Remove your gloves and wash your hands with soap and water after handling tree stumps and branches.

Lifting Procedures

1. Plan the move before lifting; remove obstructions from your chosen pathway.

2. Test the weight of the load before lifting by pushing the load along its resting surface.

3. If the load is too heavy or bulky, use a wheelbarrow or get assistance from a co-worker.

4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.

5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.

6. Face the load.

7. Bend at the knees, not at the back.

8. Keep your back straight.

9. Get a firm grip on the object with your hands and fingers. Use handles when present.

10. Never lift anything if your hands are greasy or wet.

11. Wear protective gloves when lifting branches or clippings with thorns or jagged edges.

12. Hold objects as close to your body as possible.

13. Perform lifting movements smoothly and gradually; do not jerk the load.

14. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.

15. Set down objects in the same manner as you picked them up, except in reverse.

16. Slide materials to the end of the tailgate before attempting to lift them off of a pick-up truck. Do not lift over the walls or tailgate of the truck bed.

LAWN MAINTENANCE PERSONNEL (Continued)

Ladders and Step Ladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.

2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber footpads, or other visible damage.

3. Remove buildup of material such as dirt or mud.

4. Allow only one person on the ladder at a time.

5. Face the ladder when climbing up or down.

6. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.

7. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.

8. Do not stand on the top two rungs of any ladder.

9. Do not stand on a ladder that wobbles, or that leans to the left or right.

10. Secure the ladder in place by having another employee hold it.

11. Do not carry items in your hands while climbing up or down a ladder.

12. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.

Gasoline Powered Lawn Maintenance Tools

1. Wear safety glasses, a dust mask and closed toe shoes when operating any mower, edger, chain saw, line trimmer, or any other gasoline powered lawn maintenance tool.

2. Do not use a chain saw, lawn mower, or any other gasoline powered lawn tool if you are taking medication from a container labeled "May cause drowsiness.”

3. Read and follow the manufacturer's routine and preventive maintenance schedule posted on the workshop wall.

4. Do not use tools with parts that are loose, worn, cracked, or otherwise visibly damaged.

5. Tag damaged tools "Out of Service" to prevent accidental start up or use.

6. Do not alter or by-pass any safety device provided by the manufacturer.

7. Use only the grip locations, as specified by the manufacturer, as handholds when operating the unit.

8. Do not pour fuel into the tank of a running engine.

9. Do not smoke while servicing, using or refueling a gasoline powered tool.

10. Keep body parts and clothing away from the running engine and the cutting blade.

11. Do not run a gasoline engine inside the storage shed.

12. Turn off the engine when you are not cutting or trimming.

13. Allow the engine to cool before performing maintenance or refueling.

14. Stop the engine and disconnect the spark plug wire before cleaning, inspecting, adjusting or repairing cutting blades or other rotating parts.

15. Allow the engine to cool before covering or storing it in the storage shed.

LAWN MAINTENANCE PERSONNEL (Continued)

Mowing

1. Before entering fenced back yards, check for dogs by shaking the gate. If a dog is present, ask the owner to restrain the dog until you finish your job; check again before entering.

2. Visually inspect the area to be mowed. Remove or mow around hazards such as tree stumps, roots, rocks, branches, sprinklers, hoses, electrical cords, light fixtures, pipes, clothes lines and toys.

3. Never by-pass the kill switches on the mower handle.

4. Only the operator is permitted to ride on a riding mower.

5. Put the mower into neutral before starting or shutting off a riding power mower.

1. Do not place hands or feet under the mower deck.
2. Do not direct the grass discharge towards bystanders.
3. Empty the grass catcher to avoid clogging the mower.

9. Turn off the mower before dumping the grass catcher or removing clogged grass from the chute.

10. When using a riding mower, mow up and down the slope. Do not mow across a slope.

11. To mow across a slope, use an upright mower.

12. Keep the mower in gear when going down slopes.

Edging

1. Do not start an edger with the blade touching the ground.

2. Do not allow anyone to stand in front of or on the unguarded side of the blade while the edger is in operation.

3. Operate the edger at full blade speed.

4. When edging along roads, driveways, or parking lots, stay as close to the curb as possible.

Line Trimming/Weed Eaters/Brushcutters

• Before refueling, remove the trimmer from your harness, place the trimmer on the ground and allow the engine to cool.

Backpack Blowers

1. Do not use the blower to clean yourself.

2. Do not direct the blower toward bystanders.

LAWN MAINTENANCE PERSONNEL (Continued)

Chain Saws

1. When transporting a chain saw by hand, stop the engine, grip the saw handle, place the muffler at the side away from your body, and position the guide bar to the rear.

2. Do not remove the chain brake or alter handles, chain brake, chain, or covers.

3. Always start a chain saw with a 10-inch or larger bar on the ground. Engage the chain brake, place one foot through the bottom handle, hold the top handle and pull the starter rope.

4. Do not place a chain saw on your knee when starting it.

5. Always use both hands to maintain control of the chain saw.

6. When moving from tree to tree or cut to cut, activate the chain brake, remove your finger from the trigger and keep the bar away from your body.

7. Do not operate a chain saw above your shoulder height.

8. To prevent kickback, keep the nose of the bar clear of other nearby objects during cutting.

9. Do not set a saw down while the blade is engaged.

10. Stop the engine and turn the switch to "OFF" when the chain saw is to be left unattended.

Hedge and Tree Trimming

1. Wear long sleeves, long pants, and gardening gloves when trimming hedges or when picking up cuttings from thorny shrubs.

2. If you discover a bee hive or wasp nest while hedging or trimming, use the long distance aerosol insecticide labeled "Wasp and Bee Insecticide" to spray the nest. Test with the stick or pole to ensure that all bees or wasps are gone before continuing work.

3. Seek first aid immediately if bitten or stung by wasps or bees.

4. Do not handle caterpillars or other insects with your bare hands.

5. Do not wear dangling jewelry while using hedge clippers.

6. Position yourself so that your hedge and tree cutting movements are performed below your shoulder level.

7. Do not break branches, sticks, or twigs over your legs or knees or under your feet. Use clippers, shears, or a saw to cut them.

8. Do not perform trimming of a limb if the limb is within 10 ft. of power lines.

9. Do not leave saws, clippers, shovels, rakes, and other equipment lying around in the work area.

LAWN MAINTENANCE PERSONNEL (Continued)

Hand Saws

1. Keep control of saws by releasing downward pressure at the end of the stroke.

2. Do not use a saw that has dull saw blades.

3. Oil saw blades after each use.

4. Keep hands and fingers away from the saw blade while using the saw.

5. Do not carry a saw by the blade.

6. Return saws, clippers, and other cutting tools to their sheaths or guarded storage place after use.

Vehicle/Trailer Safety

1. Set the parking brake in the towing vehicle and use wheel blocks to chock the wheels of the trailer before removing any equipment from the trailer.

2. Secure equipment and fuel tanks to the vehicle with chains or straps to eliminate or minimize shifting of the load.

3. No one is permitted to ride in the trailer.

4. Use ramps to load and unload mowers and edgers from the trailer.

5. Take slow, wide turns when towing trailers.

6. Do not exceed the load capacity as posted on the door of the trailer.

7. Do not place all the heavy equipment on one side of the trailer.

LAWN MAINTENANCE PERSONNEL (Continued)

Lawn Mower Blade Removal and Sharpening

1. Turn off the mower and remove the spark plug wire before removing the blade.

2. Use an extension ratchet, or an offset wrench, to remove cutting blades. If the equipment is fitted with a blade lockdown device, engage the lockdown before beginning the blade removal/installation process. If no lockdown device is available, keep the blade from turning or slipping by holding it with a gloved hand.

3. Do not use grinding wheels that have chips, cracks, or grooves.

4. Do not use the grinding wheel if it wobbles. Tag it "Out of Service.”

5. Adjust the tongue guard so that it is no more than 1/4 inch from the grinding wheel.

6. Do not try to stop the grinding wheel with your hand, even if you are wearing gloves.

7. Allow blade to cool for 5 minutes after sharpening before reinstalling it on the mower.

PESTICIDE AND FERTILIZER SPRAYING OPERATORS

Pesticide and Fertilizer Spraying

1. Do not handle or spray pesticides if you have open cuts or scratches on exposed skin surfaces on your arms or hands.

2. Visually inspect the area to be sprayed for trip hazards, low branches, and clotheslines before beginning the job. Avoid these hazards as you spray.

3. Keep containers labeled "Pesticides" tightly closed when you have finished using them.

4. Do not transfer pesticides or fertilizers into an unmarked or unlabeled container.

5. Do not transport a pesticide container in the cab of a service vehicle.

6. Always spray downwind; do not stand downwind when others are spraying.

7. Do not smoke or carry smoking materials while handling or spraying from containers labeled "Pesticide" or "Fertilizer.”

8. Wash pesticide contaminated clothes separately from other clothing.

9. Carry fresh water and soap in the service vehicle when you are going to a pesticide or fertilizer-spraying job.

10. Remove work clothes immediately whenever clothing becomes soaked or wet with liquids from containers labeled "pesticide.”

11. Walk through areas to be sprayed before spraying, and remove or "flag" low branches and clotheslines before spraying. Stand clear of these trip hazards as you spray.

12. Do not use empty or washed containers labeled "Pesticide" as eating or drinking containers.

13. At the end of the workday, spray operators must remove their work clothes and take a shower in the employee locker room before going home.

14. Refill the containers labeled "Handwash,” "Soap Cleanser" and "Drinking Water" that are on the service vehicles before going to a pesticide or fertilizer-spraying job. Do not drink from the "Handsaw" container; do not wash hands from the "Drinking Water" container.