53131 REAL ESTATE PROPERTY MANAGERS Safety Program

# WORKPLACE SAFETY AND LOSS PREVENTION PROGRAM

# REAL ESTATE

# PROPERTY MANAGERS

## NAICS CODES 53131

### PREFACE

### How to Use This Manual

**To The Employer:**

The purpose of this manual is to provide general guidelines for developing your own Workplace Safety and Loss Prevention 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.

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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

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

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

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

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

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

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

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

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### 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 to protect you in your daily work. Employees are to follow these rules, review them often, and use good common sense in carrying out assigned duties.

ALL PERSONNEL

General Housekeeping

Lifting Procedures

Ladders and Step Ladders

Driving Safety

OFFICE PERSONNEL

General Office Safety

MAINTENANCE PERSONNEL

General Maintenance Procedures

Portable Power Tools

Handtools

Scaffolding

Motor Operated Equipment:

Hoist Safety

Forklift Safety

Aerial Work Platforms

Digging Operations

GROUNDS MAINTENANCE PERSONNEL

Gasoline Powered Lawn Maintenance Tools

Mowing

Edging

ALL PERSONNEL

General Housekeeping

1. Do not place material such as boxes or trash in walkways and passageways.

2. Do not store or leave items on stairways.

3. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.

4. Return tools to their storage places after use.

5. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

6. When using chemical cleaning supplies always read the labels and use as directed. Do not mix with other chemicals.

7. Clean up spills or leaks immediately by using a paper towel, rag or a mop and bucket.

8. Do not compact trash using your hands or feet.

9. Wear puncture resistant gloves when handling trash which may contain broken glass or other sharp items.

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 lifting and carrying aids such as hand trucks, pallet jacks, or carts, 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 objects with sharp corners 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. Put down objects in the same manner as you picked them up, except in reverse order.

16. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

17. 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.

ALL PERSONNEL

Ladders and Step Ladders

1. Read and follow the manufacturer's instruction label affixed to the ladder.

2. Do not use a ladder that wobbles or leans.

3. Do not use a ladder that has loose rungs, cracked or split side rails, missing rubber foot pads or other visible damage. Tag damaged ladders "Dangerous, Do Not Use" to prevent accidental use.

4. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.

5. Do not use a metal ladder on roof tops or within 50 feet of electrical power lines.

6. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder or lock the doorway which you are blocking and post the sign "Detour."

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

8. Face the ladder when climbing up or down.

9. 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.

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

11. Select a ladder, which extends beyond the working height. Do not climb on the top two rungs of the ladder.

12. When using an extension ladder, extend the top of the ladder at least 3 feet above the roofline or working surface.

13. Secure the extension ladder in place by having another employee hold it or tie off the top of the ladder to the structure.

14. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks, or other unstable bases.

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

16. Do not use a ladder as a horizontal platform.

17. Do not leave tools and materials on the top of step ladders.

Driving Safety

1. Shut all doors and fasten your seat belt before moving the vehicle.

2. Obey all traffic patterns and signs at all times.

3. When driving golf carts keep arms and legs inside the vehicle.

OFFICE PERSONNEL

General Office Safety

1. Close drawers and doors immediately after use.

2. Open one file cabinet drawer at a time.

3. Put heavy files in the bottom drawers of file cabinets.

4. Use the handle when closing doors, drawers, and files.

5. Carry pencils, scissors, and other sharp objects with the points down.

6. Store sharp objects, such as pens, pencils, letter openers, or scissors in drawers or with the points down in a container.

7. Keep floors clear of items such as paper clips, pencils, tacks, or staples.

8. Do not tilt the chair you are sitting in on its back two legs.

9. Do not stand on furniture to reach high places.

10. Use a ladder or step stool to retrieve or store items that are located above your head.

11. Keep the paper cutter handle in the closed/locked position when it is not in use.

12. Position hands and fingers onto the handle of the paper cutter before pressing down on the blade.

13. Do not place your fingers in or near the feed of a paper shredder.

14. Do not place floor type fans in walkways, aisles, or doorways.

15. Turn off and unplug office machines before adjusting, lubricating or cleaning them.

16. Do not use extension or equipment power cords that are frayed, cut, cracked or have the ground prong removed or broken off.

17. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks, or across entrances or exits.

18. Do not connect multiple electrical devices into a single outlet.

19. Do not kick objects out of your pathway; pick them up or push them out of the way.

20. Keep doors in hallways fully open or fully closed.

MAINTENANCE PERSONNEL

General Maintenance Procedures

1. Do not leave floor openings unattended when guardrails or covers are removed or displaced.

2. Do not use power tools or equipment where manufacturer or employer provided guards have been removed or safety devices, such as interlocks, do not work.

3. Use only metal receptacles labeled "Oily Rags Only" for disposal of oily shop rags.

4. Store liquid containers labeled "Flammable" only in cabinets; rooms or buildings labeled "Flammable Storage."

5. Do not perform "make-shift" repairs to tools.

6. Keep the blade of all cutting tools sharp.

7. Turn off electrical tools and disconnect the power source from the outlet before attempting repairs or service work. Tag the tool "Out of Service."

8. Do not leave tools that are "On" unattended.

MAINTENANCE PERSONNEL

General Maintenance Procedures (Continued)

9. Do not use power equipment or tools on which you have not been trained.

10. Tag worn, damaged or defective tools "Out of Service" and do not use them.

11. Wear safety goggles, face shields, or safety glasses when striking, cutting, grinding, or drilling.

12. Wear welding helmets, shields, or goggles during welding repair work.

13. Do not use cords that have splices, exposed wires or cracked or frayed ends.

Portable Power Tools

1. Do not carry equipment or tools by the cord.

2. Disconnect the tool from the outlet by pulling on the plug, not the cord.

3. Use only electrical tools which are plugged into Ground Fault Circuit Interrupter (GFCI) protected cords or circuits when working in wet locations.

4. Do not drive over, drag, step on or place objects on a cord.

5. Do not operate power hand tools or use electrical cords if the ground pin from the three pronged power plug is missing or has been removed.

6. Do not operate power tools or use electrical cords with a two-pronged adapter or a two conductor extension cord.

Hand Tools

1. Use tied off containers to keep tools from falling off of scaffolds and other elevated work platforms.

2. Do not use a tool if its handle has splinters, burrs, cracks, or splits or if the head of the tool is loose.

3. Do not use impact tools such as hammers, chisels or punches that have "mushroomed" heads.

4. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.

5. When using knives, shears, or other cutting tools, cut in a direction away from your body.

6. Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area with a hand line.

7. Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.

8. Carry all sharp tools in a sheath or holster.

9. Do not strike nails or other objects with the cheek of the hammer.

MAINTENANCE PERSONNEL

Scaffolding

1. Follow the manufacturer's instructions when erecting the scaffold.

2. Do not work on scaffolds outside during stormy or windy weather.

3. Do not climb on scaffolds that wobble or lean to one side.

4. Do not use any scaffold tagged "Out of Service."

5. Do not use unstable objects such as barrels, boxes, loose brick, or concrete blocks to support scaffolds or planks.

6. Do not work on platforms or scaffolds unless they are fully planked.

7. Do not use a scaffold unless guardrails and all flooring are in place.

8. Level the scaffold after each move. Do not extend adjusting legs more than 12 inches.

9. Do not walk or work beneath a scaffold.

10. Use safety belts and lanyards when working on scaffolding at a height of 10 feet or more above ground level. Attach the lanyard to a secure member of the scaffold.

11. Do not climb the cross braces for access to the scaffold. Use a ladder.

12. Do not jump from, to, or between scaffolding.

13. Do not slide down cables, ropes or guys used for bracing.

14. Keep both feet on the decking. Do not sit or climb on the guardrail.

15. Do not lean out from the scaffold. Do not rock the scaffold.

16. Do not throw anything "overboard" unless a spotter is available. Use debris chutes or lowers things by hoist or by hand.

17. Do not move a mobile scaffold with anyone on the scaffold.

18. Lock and chock wheels on rolling scaffolds before using.

Motor Operated Equipment:

Hoist Safety - Powered (and Manual): Such as Chain Falls, Come Alongs, Block & Tackle, and Winches.

1. Do not exceed the rated load capacity specified by the manufacturer as marked on the hoisting unit.

2. Do not use a hoist whose safety latch on the hook has been removed, is bent, or is otherwise visibly damaged.

3. Do not use load hooks that are cracked, bent, or broken.

4. Do not leave the hoist unattended with a suspended load.

5. Do not hoist loads over people.

MAINTENANCE PERSONNEL

Forklift Safety

1. Do not operate a forklift unless you have been trained and authorized by your supervisor.

2. Do not exceed the lift capacity of the forklift. Read the lift capacity plate on the forklift you are unsure.

3. Follow the manufacturer’s guidelines concerning changes in the lift capacity before adding an attachment to a forklift.

4. Lift the load an inch or two to test for stability: If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a higher lift capacity.

5. Do not raise or lower a load while you are en route. Wait until you are in the loading area and have stopped before raising or lowering the load.

6. After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.

7. Drive with the load at a ground clearance height of 4-6 inches at the tips and 2 inches at the heels in order to clear most uneven surfaces and debris.

8. Keep all extremities such as your head, hands, and arms within the driver's cage.

9. Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.

10. Do not drive over objects in your pathway.

11. Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.

12. Steer wide when making turns.

13. Do not drive up to anyone standing or working in front of a fixed object such as a wall.

14. Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.

15. Obey all traffic rules and signs.

16. Sound the horn when approaching blind corners, doorways, or aisles to alert other operators and pedestrians.

17. Do not exceed a safe working speed of five miles per hour and slow down in congested areas.

18. Stay a minimum distance of three truck lengths from other operating mobile equipment.

19. Drive in reverse and use a signal person when your vision is blocked by the load.

20. Look in the direction that you are driving; proceed when you have a clear path.

MAINTENANCE PERSONNEL

Forklift Safety (Continued)

21. Do not use bare forks as a man-lift platform.

22. Do not drive the forklift while people are on the attached man-lift platform.

23. Drive loaded forklifts forward up ramps.

24. Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.

25. Drive loaded forklifts in reverse when driving down a ramp.

26. Drive unloaded forklifts in reverse when going up a ramp and forward when going down a ramp.

27. Do not attempt to turn around on a ramp.

28. Do not use "Reverse" to brake.

29. Lower the mast completely, turn off the engine, and set the parking brake before leaving your forklift.

Aerial Work Platforms

1. Follow the manufacturer’s instructions when setting up and elevating the work platform.

2. Do not use a ladder from an elevated lift platform.

3. Do not exceed the manufacturer’s recommended height and load.

4. Do not stand on guardrails to gain extra reach.

5. Do not elevate the platform until all guardrails are in place.

6. Never lean out over platform railings to perform work.

7. Do not operate equipment near electrical power lines.

8. Always operate the unit on flat, level ground.

Digging Operations

1. Locate all underground utilities prior to digging with equipment such as backhoes, trenching equipment, front end loaders, etc.

GROUNDS MAINTENANCE PERSONNEL

Gasoline Powered Lawn Maintenance Tools

1. Do not operate powered equipment on which you have not been trained.

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

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

4. Tag damaged tools "Out of Service" to prevent accidental start up or used.

5. Only use grip locations as specified by the manufacturer as a handhold when operating the unit.

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

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

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

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

10. Do not run a gasoline engine inside enclosed storage areas.

GROUNDS MAINTENANCE PERSONNEL

Gasoline Powered Lawn Maintenance Tools (Continued)

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

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

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

14. Allow the engine to cool before covering or storing it in the storage area.

15. Always wear protective equipment such as safety shoes and safety glasses or goggles.

Mowing

1. 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, or pipes.

2. Never by-pass the kill switch on the mower handle.

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

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

5. Do not place hands or feet under the mower deck.

6. Do not direct the grass discharge towards bystanders.

7. Empty the grass catcher to avoid clogging the mower.

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

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

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

11. 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, stay as close to the curb as possible.