

# Prevention Connection



Safety resources to protect your world

# SAMPLE

## **Landscaper Safety Program**

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YOUR COMPANY LOGO HERE

## Safety Program for the Landscapers Industry

To The Employer:

This manual is intended to serve as the basis for an employer integrated safety and health management program. The essential elements of this program include:

- Top management's commitment and involvement;
- The establishment and operation of safety committees;
- Provisions for safety and health training;
- First aid procedures;
- Accident investigations;
- Recordkeeping of injuries; and
- Workplace safety rules, policies, and procedures.

If this manual meets the needs of your business, it may be used exactly as written. If you have previously established and are maintaining a safety program, you can continue to use your program provided that the essential elements covered in this safety program are also addressed in your program. Use of all or part of this manual does not relieve employers of their responsibility to comply with other applicable local, state, or federal laws. In addition, if an employer maintains the OSHA 300 Log to meet federal requirements, then that will meet the log and summary requirements of the LES SAF 300 form in Section VI of this program.

It is intended that this manual be enhanced and continuously improved by the employer. Any section of this manual may be modified by the employer to accommodate actual operations and work practices, provided that the original intent of that section is not lost. 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 that 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 in Section VII of this manual to prevent their recurrence.

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## 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, I, 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 Owner/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 (see page 3) 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 \_\_\_\_\_

Ambulance \_\_\_\_\_

Police \_\_\_\_\_

Medical Clinic \_\_\_\_\_

Clinic Address \_\_\_\_\_

#### 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 (see page 2) 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:

10. 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., strain, 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 three (3) years and include:

- Accident Investigation Reports, see page 2;
- Workers' Compensation Notice of Injury Reports – Your state form can be found at [http://intranet/workcomp/state\\_reference.html](http://intranet/workcomp/state_reference.html)
- Log & Summary of Occupational Injuries and Illnesses

Injury & Illness Recordkeeping Forms can be found at <https://www.osha.gov/recordkeeping/RKforms.html>

## 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.

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## ALL EMPLOYEES

### 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 coworker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your coworker.
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. Wear protective gloves when lifting objects with sharp corners or jagged edges.
11. Hold objects as close to your body as possible.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. 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.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. Do not lift an object from the ground 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.

## LANDSCAPE ARCHITECTS/DESIGNERS

### General Rules

1. Straighten or remove rugs and mats that do not lie flat on the floor.
2. Do not use extension or power cords that have the ground prong removed or broken off.
3. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks or across entrances and exits.
4. Open one file cabinet drawer at a time.
5. Put heavy files in the bottom drawers of file cabinets.
6. Use the handle when closing doors, drawers and files.
7. Close drawers and doors immediately after use.
8. Store sharp objects, such as pens, pencils, letter openers, compass or scissors in drawers or with the points down in a container.
9. Use a staple remover, not your fingers, for removing staples.

## LANDSCAPE ARCHITECTS/DESIGNERS (Continued)

### Video Display Terminal Ergonomics

1. Stand up and stretch once every hour.
2. Adjust the height of your chair so that when you are sitting, your elbow and keyboard height are the same.
3. If the chair height is too high, use a book or other object as a foot rest.
4. For additional lower back support, place a pillow or bundled clothing in the chair at the small of your back.

## LANDSCAPE INSTALLERS - Tree Installation, Shrub Installation, Sod Installation

### General Rules

1. Do not approach any heavy equipment until the operator has seen you and has signaled to you that it is safe to approach.
2. Keep your shirt on when working.
3. Drink plenty of clear liquids during your breaks.
4. Do not work outdoors during lightning storms.
5. Use a long distance insecticide to destroy wasp nests.
6. Do not operate powered equipment on which you have not been trained.
7. Do not use any tool or equipment that has a loose or broken handle.
8. Contact your local "CALL BEFORE YOU DIG" service provider before conducting any digging operations.
9. Do not dig where the underground lines have been marked.

### Ladder Usage

1. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or other visible damage.
2. Keep ladder rungs clean and free of dirt or mud.
3. Allow only one person on the ladder at a time.
4. Face the ladder when climbing up or down.
5. 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.
6. Do not stand on the top two rungs of any ladder.
7. Do not stand on a ladder that wobbles, or that leans to the left or right.
8. Do not carry items in your hands while climbing up or down a ladder.
9. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.

### Backpack Blowers

1. Wear goggles while operating a blower.
2. Do not use the blower to clean yourself.
3. Do not direct the blower toward bystanders.

# LANDSCAPE INSTALLERS - Tree Installation, Shrub Installation, Sod Installation (Continued)

## Fuel Storage and Refueling

1. Do not pour fuel into the tank of a running engine.
2. Do not smoke while servicing, using or refueling a gasoline powered tool.
3. Do not run a gasoline engine inside the storage shed.
4. Allow the engine to cool before performing maintenance or refueling.
5. Wash your hands with soap and water if you spill gasoline on your hands.

## Tree Installation

### Boom Truck Safety

1. Set the truck parking brake before starting the crane.
2. Set the truck on as firm and level ground as possible.
3. Only one person is allowed to operate the boom truck. Stop operations once someone enters the loader's operating radius.
4. Do not let anyone get under the boom or the load.
5. When loading is complete, place the boom in the cradle or place it on the ground and shut off the crane before exiting.
6. Do not leave the boom raised when it is not in operation.

### Skid Steer Loaders

1. Wear seat belts when provided on skid steer loaders with roll over protection.
2. Carry the load low for stability.
3. Back up slopes. Do not drive forward up slopes.
4. No passengers are permitted on skid steer loaders.
5. Do not travel or turn with the lift arms up.
6. Do not leave the skid steer loader unattended while the engine is running or while the lift arms are up.
7. Do not modify equipment or add attachments not approved by the manufacturer.

### Front End Loaders

1. Do not use a bucket or attachment for a working platform or personnel carrier.
2. Operate the loader from the seat. Do not operate the loader from outside the cab.
3. No passengers are permitted on front end loaders.

## Augers

### General Rules

1. Do not wear loose clothing or jewelry while operating the auger. Wear ear plugs, long pants, gloves, and sturdy boots with non-slip soles.
2. Clear all personnel from the digging area before starting the auger.
3. Replace the guards before starting the auger and after making adjustments or repairs.
4. Do not remove, alter, or bypass any safety guards or devices when operating the auger.
5. Do not make any adjustments or repairs to the auger while it is in operation.
6. Do not poke anything near the rotating auger.

### Tractor P.T.O. Driven Augers

1. Only the operator is allowed on the tractor when the auger is in operation.
2. Apply the tractor brakes firmly and put the tractor in park before starting to dig a hole.

3. Shut off the tractor, engage the parking brake, and wait until the drivelines have stopped rotating before clearing obstructions, grass, build-up or dirt off the auger.
4. Disengage the power take-off and auxiliary hydraulics and shift the tractor into neutral or park before attempting to start the tractor.
5. Do not operate the auger if anyone is within 10 feet of the auger.
6. Lower the auger to the ground before leaving the tractor.
7. Do not leave the auger unattended with the tractor running.
8. Keep the tractor platform free of dirt, trash, grease and oil.
9. Operate the auger only while seated in the tractor and never from the ground unless the auger is equipped with remote hydraulic controls.
10. Do not use the auger on quick couple type 3-point hitches.
11. Do not crawl under the auger for any reason.
12. Transport the tractor/auger slowly over rough terrain.
13. Do not allow anyone on the auger while the tractor is in motion.
14. Before disconnecting lines to the auger's hydraulic cylinders, relieve all hydraulic pressure by:
  - 1) Shut off the tractor.
  - 2) Move the auger control lever up and down a several times to relieve the residual hydraulic pressure.
15. Use a piece of cardboard or wood to check for hydraulic fluid leaks. Do not use your bare hands.

#### Hand-Powered Augers

1. Operate a two man auger with two personnel.
2. Do not operate a one man auger with more than one person.
3. Do not use the auger as an anchoring device.
4. Do not overspeed the engine by altering the governor setting or by disconnecting the engine governor.
5. Stop the engine and disconnect the spark plug wire before cleaning, inspecting, adjusting or repairing the auger.

#### LANDSCAPE INSTALLERS - Tree Installation, Shrub Installation, Sod Installation (Continued)

##### Tree Installation (Continued)

##### Pruning and Cutting

1. Wear leather gloves when handling tree branches.
2. Cut in the direction away from your body when using pruning shears, loppers, hedge clippers, or other cutting tools.
3. If equipped, use the locking clip on the cutting shears after use.
4. Do not attempt to catch a falling tool.
5. Do not pick up cutting tools by their blades.
6. Carry cutting tools with their tips pointed towards the ground.
7. Keep the blade of all cutting tools sharp.
8. Do not perform "make-shift" repairs to tools.
9. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
10. Do not throw tools from one location to another, from one employee to another, nor from ladders.
11. Do not break tree branches over your knees.

##### Staking

1. Wear gloves and safety glasses when snipping the tree support wire.

## Shovels

1. Wear leather gloves and steel-toed shoes when using the shovel.
2. Do not jump up and down on the step of the shovel.
3. When handing a shovel to your coworker, hand it to him handle first.
4. When pitching dirt, pitch it to your side. Do not pitch it over your head or shoulder.
5. Make sure there is no one to the side you are pitching the dirt.
6. If the ground does not give in while shoveling, use an alternate equipment such as an auger.
7. Do not lay the shovel on the ground with the spade facing upward.

## Tree Spades

1. Wear hard hats, hearing protection, and safety goggles while operating the tree spade.
2. Keep the tree spades operating radius at least 10 feet away from energized power lines.
3. Clear all personnel from the tree spade before beginning operation.
4. Operate the tree spade only while positioned at the loader control.
5. Keep body parts and clothing away from the power driven parts.
6. When digging on a slope, face the loader up or down the slope. Do not dig with the loader facing across the slope.
7. Only the operator is permitted to operate the tree spade.
8. Before disconnecting or loosening any part of the spade's drive system, lower the spade to the ground.
9. Use a piece of cardboard or wood to check for hydraulic fluid leaks. Do not use your bare hands.
10. Do not work under a raised tree spade.
11. Replace the guards before starting the tree spade and after making adjustments or repairs.
12. Do not remove, alter or bypass any safety guards or devices when operating the tree spade.
13. Apply the parking brakes firmly and put the tractor or truck in park before starting to dig a hole.

## Shrub Installation

### Shovels

1. Wear leather gloves and steel-toed shoes when using the shovel.
2. When handing a shovel to your coworker, hand it to him handle first.
3. Do not jump up and down on the step of the shovel.
4. When pitching dirt, pitch it to your side. Do not pitch it over your head or shoulder.
5. Clear personnel away from the side you are going to pitch the dirt.
6. Do not lay the shovel on the ground with the spade facing upward.

### Post Hole Diggers

1. Wear leather gloves and steel-toed shoes when using the post hole digger.
2. When handing a post hole digger to your coworker, hand it to him handle first.
3. Use two hands to control a post hole digger.

## Pruning and Cutting

1. Wear leather gloves when handling tree branches.
2. Do not use pruning shears, loppers, hedge clippers, saws or pole saws with broken or loose handles.
3. Cut in the direction away from your body when using pruning shears, loppers, hedge clippers or other cutting tools.
4. If equipped, use the locking clip on the cutting shears after use.
5. Do not attempt to catch a falling tool.

6. Do not pick up cutting tools by their blades.
7. Carry cutting tools with their tips pointed towards the ground.
8. Keep the blade of all cutting tools sharp.
9. Do not perform “make-shift” repairs to tools.
10. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
11. Do not throw tools from one location to another, from one employee to another or from ladders.

## LANDSCAPE INSTALLERS - Tree Installation, Shrub Installation, Sod Installation (Continued)

### Shrub Installation (Continued)

#### Machete

1. Wear steel-toed shoes when using a machete.
2. Do not use a dull machete.
3. When carrying a machete, grasp the handle and not the blade.
4. When handing a machete to your coworker, hand it to him handle first.

#### Wheelbarrow

1. Wear leather gloves when using a wheelbarrow.
2. Do not use a wheelbarrow with a wobbly or loose wheel.
3. Do not stand on a wheelbarrow or use it as a work platform.
4. Do not transport anyone in a wheelbarrow.
5. Do not push wheelbarrow with handles in an upright position.

### Sod Installation

#### Sod Cutters

1. Stop the engine and disconnect the spark plug wire before cleaning, inspecting, adjusting or repairing cutting blades or other rotating parts.
2. Keep body parts and clothing away from the running engine and the cutting blade.
3. Do not alter or by-pass any safety device provided by the manufacturer.
4. Shift the gear of the sod cutter into neutral before starting or shutting it off.
5. Do not allow anyone to stand in front of the sod cutter when it is in operation.
6. When cutting along roads, stay as close to the curb as possible.
7. Allow the sod cutter to cool before covering or storing it in the storage shed.

### Forklifts

#### Pre-Use Inspection

Do not use the forklift if any of the following conditions exist:

1. The mast has broken or cracked weld-points.
2. The roller tracks are not greased or the chains are not free to travel.
3. Forks are unequally spaced or cracks exist along the blade or at the heels.
4. Hydraulic fluid levels are low.
5. Hydraulic line and fitting have excessive wear or are crimped.
6. Fluid is leaking from the lift or the tilt cylinders.
7. The hardware on the cylinders is loose.
8. Tires are excessively worn, split or have missing tire material.

9. Air filled tires are not filled to the operating pressure indicated on the tire.
10. Batteries have cracks or holes, uncapped cells, frayed cables, broken cable insulation, loose connections, or clogged vent caps.

## LANDSCAPE INSTALLERS - Tree Installation, Shrub Installation, Sod Installation (Continued)

### Sod Installation (Continued)

#### Forklifts (Continued)

##### Forklift General Rules

1. Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment to a forklift.
2. Do not use broken pallets.

### Starting the Forklift

1. Apply the foot brake and shift gears to neutral before turning the key. Picking Up a Load

### Forklift Driving Rules

1. Do not exceed a safe working speed of five miles per hour and slow down when approaching worker areas.
2. Do not raise or lower a load while you are en route.
3. After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
4. Drive at a walking pace and apply brakes slowly to stop when driving on unstable or wet ground.
5. Steer wide when making turns.
6. Drive in reverse and use a signal person when your vision is blocked by the load.
7. Look in the direction that you are driving; proceed when you have a clear path.
8. Drive loaded forklifts in reverse when driving down a slope.
9. Drive unloaded forklifts in reverse when going up a slope and forward when going down a slope.
10. Do not use "Reverse" to brake.

### Picking Up a Load

1. Square up on the center of the load and approach it straight on with the forks in the travel position.
2. Stop when the tips of your forks are about a foot from the load.
3. Level the forks and slowly drive forward until the load is resting against the backrest of the mast.
4. Lift the load high enough to clear whatever is under it.
5. Back up about one foot, then slowly and evenly tilt the mast backwards to stabilize the load.

## LANDSCAPE INSTALLERS - Tree Installation, Shrub Installation, Sod Installation (Continued)

### Sod Installation (Continued)

#### Forklifts (Continued)

##### Stacking One Load on Top of Another

1. Stop about one foot away from the loading area and lift the mast high enough to clear the top of the stack.
2. Slowly move forward until the load is squarely over the top of the stack.
3. Level the forks and lower the mast until the load is no longer supported by the forks.
4. Look over both shoulders for obstructions and back straight out if the path is clear.
5. Lower the forks 4-6 inches at the tips and 2 inches at the heels before driving the forklift.

### Shutting Off the Forklift

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

## Machete

1. Wear steel-toed shoes when using a machete.
2. Do not use a dull machete.
3. When carrying a machete, grasp the handle and not the blade.
4. When handing a machete to your coworker, hand it to him handle first.

## Steel Rakes

1. Wear leather gloves and steel-toed shoes when using a steel rake.
2. Do not lay steel rakes on the ground with the prongs facing upward.
3. When handing a steel rake to your coworker, hand it to him handle first.

## DRIVERS

### 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. Maintain a three point contact using both hands and one foot or both feet and one hand when climbing into and out of vehicles.

### Fueling Vehicles

1. Turn the vehicle off before fueling.
2. Do not smoke while fueling a vehicle.
3. Wash hands with soap and water if you spill gasoline on your hands.

## DRIVERS (Continued)

### 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 heavy equipments from the trailer.
5. Take slow, wide turns when towing trailers.
6. Do not place all the heavy equipment on one side of the trailer.