**Sample Safety Manual**

Lawn Maintenance and Landscaping

**Introduction**

This manual contains safety policies designed to control risks associated with operations at **(Insert company name)** and provide the safest possible work environment for our employees. While this safety manual is intended to be comprehensive, it is impossible to cover every scenario, therefore if you have questions regarding a specific task contact your supervisor who can provide guidance.

The best ambassadors of our safety program are those performing the jobs daily. If you observe a safety issue or have a suggestion that could improve the safety measures outlined in this document, please speak with your supervisor. It takes the dedicated effort of the entire team to prevent workplace incidents.

Incidents are the result of unsafe conditions, acts or practices. Many incidents are caused using unsafe equipment, tools used in an unsafe manner or failure to follow safe work practices. Therefore, the implementation of a comprehensive safety program is critical to maintaining a safe work environment for all employees. To ensure a safe work environment, it is imperative that we strictly enforce our policy. Violations of safety policies and procedures could result in disciplinary action, up to and including termination. If you have questions and/or need additional information regarding the contents of this manual, you should speak with your supervisor or their predetermined designee immediately.

**Safety policy statement**

Providing a safe work environment for **(Insert company name)** staff is of the utmost importance. The goal of our safety policy is to provide guidance on how to avoid risks associated with the jobs performed by our employees. It is impossible to provide guidelines for every situation; therefore, we depend on you, our staff, to make safe choices in your daily work. Our success depends on everyone performing their job in the safest possible manner.

**Safety is a team effort**

With any great team, each member must know their role and how to perform it well to achieve success. The same is true for safety teams.

**Management’s responsibilities:**

Providing a safe work environment and adequate supervision of operations, which includes as applicable:

* Providing a safe work environment and adequate supervision
* Provisioning of tools and equipment
* Providing proper safety equipment/clothing
* Training and on-site safety direction
* Inspecting work areas and operations periodically
* Ensuring prompt action is taken when unsafe conditions or actions are identified
* Ensuring all incidents are reported and properly investigated
* Reviewing incident reports to verify proper corrective action is taken

**Supervisor’s responsibilities:**

* Promoting safety awareness, and leading by example
* Ensuring employees are trained on safe work practices related to their assigned job tasks
* Ensuring safety equipment and protective devices are provided and properly used
* Conducting frequent safety inspections of all work areas and operations to improve and eliminate unsafe conditions
* Taking prompt, corrective action when unsafe conditions and/or unsafe actions are observed
* Investigating and reporting to management all incidents involving personnel and/or property
* Reviewing new equipment to identify potential risks
* Educating employees on the disciplinary policy as it relates to the safety policy; taking appropriate action when merited
* Arranging transportation and accompany the injured employee to the medical facility
* Facilitating paperwork and answering questions of both the treating physician and injured employee

**Employee’s responsibilities:**

* Following the safety policy and procedures
* Reporting unsafe conditions and practices to management immediately
* Keeping work areas clean and orderly always
* Operating equipment only if authorized and instructed on safe work procedures
* Reporting all incidents to management immediately and complete an incident report as soon as possible

**What to do if an incident occurs**

While every effort is made to avoid incidents, it is important to know what to do if one should occur. Acting quickly and getting the injured employee the treatment they need, as soon as possible can help to prevent further injury.

* Report all incidents, no matter how minor, immediately to management
* Prompt reporting ensures the employee receives proper treatment if it is required, and ensures appropriate corrective action is taken to avoid future injuries
* Perform first-aid and CPR, only if you are trained
* Follow established Bloodborne Pathogens procedures
* Arranging transportation and accompany the injured employee to the medical facility should be done by the supervisor
* Facilitating paperwork and answering questions of both the treating physician and injured employee should be done by the supervisor
* Incident Report forms must be completed by the supervisor and injured employee as soon as possible; route as directed on the form

**Emergency action plans**

Emergency situations such as fire, severe weather, bomb threat, etc., require swift and immediate action by our employees to ensure the safety of everyone. In the event of an emergency, our staff should be prepared for the following:

Supervisor/management or designee for their respective areas will:

* Direct actions of personnel
* Know the location of fire extinguishers
* Know who is first-aid and CPR trained
* Identify individuals who need special assistance during evacuations and plan to ensure their safety
* Familiarize employees with evacuation route
* Ensure the building is clear and account for personnel after building evacuation

**Fire evacuation:**

* Turn off any nearby equipment and walk to the nearest exit, when the fire alarm sounds and if it is safe to do so
* Assemble away from the building at the designated assembly area
* Remain outside until the all-clear is given by responding fire personnel
* The supervisor or their designee will account for all individuals

**Severe weather:**

* Heavy rainfall- Avoid driving into areas where heavy flooding is noted to have occurred. Do not drive into standing water if uncertain of the depth. Reduce speed and if necessary, pull over to side of the roadway. Park in a safe location and activate emergency flashers.
* Lightning activity- Remain inside vehicle and listen to local weather. Proceed to a safe location outside of the lightning activity.
* High winds- When driving in high winds be alert to the potential effect of strong side winds on the vehicle, specifically at highway speeds. Reduce speed and if necessary, pull over to side of the roadway, park in a safe location and activate emergency flashers.
* Tornados- Never try to outrun a tornado. Get out of the car and find shelter. If unable to get to a safe structure, lie down in a ditch or low area. Lie face down to stay protected from flying debris and cover the back of your head and neck with hands.

### Ice and Snow- Bridges and overpasses freeze first, so always slow down and avoid sudden changes in speed or direction. Clear all window glass, light lenses and covers prior to driving. Keep windows clear and keep speed steady and slow. Use brakes cautiously. If stuck in the snow, straighten the wheels and accelerate slowly. Avoid spinning the tires.

**Recordkeeping**

Documentation is a critical component for maintaining a safe working environment. The following records are retained in personnel files:

* Employee training records
* Certifications
* Incident reports
* Hazard identification and corrective actions
* Signed acknowledgments
* Equipment inspection and certifications

**Violence in the workplace**

It is the policy of **(Insert company name)** that violence or the threat of violence, even in a joking manner, is not appropriate and subject to disciplinary procedures, up to and including termination.

Employees are to report any acts or threats of violence to their supervisor immediately. Report the behavior or threats made, give facts of where and when the event occurred, what was said and include any witnesses.

Anyone who observes a weapon on the premises is required to report it to the supervisor immediately.

**Biological exposure control plan**

Within the scope of your job, you may encounter blood or other bodily fluids that have the risk of transmitting blood and airborne diseases. Always wear personal protective equipment (PPE) if it is necessary for you to be in contact with blood or other body fluids.

**Ergonomics**

**(Insert company name)** has an Ergonomics Program to educate and train employees on the basic principles of ergonomics and proper body mechanics. The program includes written guidelines to prevent musculoskeletal injuries caused by exertion, repetitive motion or sustained posture; these include back injuries, sprains, strains, carpal tunnel syndrome or other cumulative trauma disorders.

Depending on the physical demands of a particular job, changes in the layout of your workstation or procedures may need to be changed to minimize the risk of a cumulative trauma injury. It is important to request an ergonomic evaluation if you believe your workstation or procedures need to be changed. Once the ergonomic evaluation is complete, modifications identified should be implemented. It is important that employees follow the recommendations and modifications to help prevent a cumulative trauma injury.

**General policies for all operations**

* Employees should perform their job tasks in a safe manner, speak with your supervisor if you have any questions regarding safe work practices
* Illness and/or extreme fatigue may impact your ability to perform your job safely; it is the employee’s responsibility to monitor their well-being and ensure they are physically able to perform their job tasks safely
* Horseplay of any kind is strictly forbidden, and employees who willfully engage in horseplay are subject to disciplinary procedures, up to and including termination
* Clean and orderly work areas prevent injuries; take time each day to keep your work area clear of unnecessary materials, tools and/or equipment
* All exits and stairways should be clear and free of obstructions
* Use only approved, grounded electrical extension cords
* Extension cords are to be unplugged, coiled and stored in their designated locations when not in use
* Dispose of extension cords that show wear and tear immediately
* Follow proper lifting techniques and seek assistance when necessary
* Ensure all equipment (dolly, etc.) is in good condition before use
* Visually check equipment and machinery before use and ensure work area is clear
* Never leave machines or equipment running while unattended
* Loose clothing, long hair and/or jewelry should not be worn by employees working around or near moving machinery or equipment
* Use of a personal music device in the work area, including vehicles, is at the discretion of the immediate supervisor
* Smoking is strictly prohibited

**Slip, trip and fall prevention**

* Footwear should be flat, slip-resistant with a closed toe and heel
* Floors should be kept clean and dry; use designated wet floor signage whenever necessary
* Mops, brooms, boxes and other articles should be properly stored and cleared from passageways
* Use a step stool or ladder when reaching overhead

**Extreme temperature conditions**

**(Insert company name)** operations may expose employees to extreme temperatures. Employees are responsible for monitoring their physical condition both on and off the job and notifying the supervisor of any condition that may impact their ability to tolerate extreme temperatures.

**Hazard communication**

Chemical substances and mixtures used by the company are to be evaluated and approved before use. The associated risks with products should be communicated to employees before use and can be found by reviewing the product Safety Data Sheet (SDS). Annual training on proper hazard communication is provided with additional training as new products are introduced in the work environment.

**Personal Protective Equipment (PPE)**

# Eye Protection

Appropriate safety glasses, goggles, or face shields shall be worn when the work may result in a potential risk of injury to your face and eyes. The company provides safety glasses and goggles and employees are responsible for keeping track of and maintaining the equipment in good condition. Damaged equipment must be replaced immediately.

Some work examples where proper eye protection must be worn include exposure to:

1. Relatively large flying particles (operating a chainsaw, weed eating, etc.).
2. Dust and small flying particles (grinding, using power tools, leaf blowing, etc.).
3. Splashing liquid (transfer, application of products, etc.).
4. Injurious sprays and mist (spraying, use of chemical products, etc.).
5. Injurious radiant energy (bright sunlight, etc.).

# Head Protection

Approved head protection (hard hats) must be worn when the work may result in a potential risk of injury to your head. Head protection must be worn as recommended by the manufacturer to include replacement by the stamped date. Employees are responsible for keeping track of and maintaining this equipment in good condition. Hats are recommended to be worn to ensure protection from direct sun, extreme heat and cold conditions during normal activities.

# Hearing Protection

The company has elected to implement a Hearing Conservation Program to control the risks associated with high noise levels in the work area. Approved ear protection shall be worn under all work conditions that have been determined by the company to exceed acceptable noise levels. The company shall provide hearing protection and employees are responsible for keeping track of and maintaining the equipment in good condition. *For more information on the Hearing Conservation Program visit compsourcemutual.com.*

**Respiratory Protection**

The company has elected to implement a Respiratory Protection Program to control the risks associated with workplace exposure to dusts, vapors, fumes and other airborne particulate. Employees are responsible for keeping track of and maintaining the equipment in good condition. *For more information on the Respiratory Protection Program visit compsourcemutual.com.*

**Foot and hand protection:**

Footwear must be suitable for the type of work you perform and the environment in which you work. It is recommended that all employees follow the footwear guidelines listed under the slip trip and fall prevention section of this safety manual. However, for employees in certain work areas, these practices may be required.

Hand protection should be selected based on the risk associated with the tasks assigned. However, in operations where hand protection may cause or contribute to an injury, other methods of hand protection should be used. Consult your supervisor regarding the proper hand protection and use. **(Insert company name)** will provide proper hand protection in areas where it is necessary.

**Outerwear protection:**

The clothing worn to work should not only be appropriate for the type of work you perform but safe for the environment in which you work. Shorts and tank top shirts should not be worn. Clothing should be cotton or other natural fiber, and if clothing or gear becomes contaminated, it should be replaced immediately.

**Material handling and storage**

* Lift and handle materials using proper lifting techniques including using the assistance of other personnel or dividing the load as necessary.
* Lifting aids such as hand trucks, skids and manual pallet jacks should be used to move heavy objects whenever possible. Check lifting aids for proper condition and operation prior to actual loading.
* When moving materials on hand trucks or dollies, push rather than pull whenever possible.
* Stack palletized materials and containers securely, using cross tier or pyramid methods. Stock materials with heavier items on lower levels.
* Isolate damaged containers for evaluation prior to storage or use.
* Hammer down or remove protruding nails from all pallets as soon as possible.
* Adequately light all work areas. Notify your supervisor of questionable light levels for evaluation and correction as necessary.

**Tool Operation:**

**Portable power tools:**

* Do not operate power tools without proper instruction and authorization
* Safeguards should be inspected before use (e.g., grinder guards, string trimmer guards)
* Power tools should be inspected and tested by qualified personnel
* Always report defects or minor shocks from any piece of equipment
* Do not use electrical equipment or cords without an intact ground prong
* Ground Fault Circuit Interrupters (GFCIs) must be used in all wet locations
* Electrical cords should:
  + - be protected from damage by oil or wear
    - not be left where they may be a trip hazard or run over by trucks or other equipment
    - never be run through a doorway

**Fuel tank gauging:**

* Smoking is prohibited
* Always wear rubber gloves
* Be alert to onsite traffic

**Hand tools:**

* Hand tools are to be used only for the purpose for which they are designed. They will be inspected before use and replaced as required. Notify your supervisor of any concerns regarding hand tool use.
* Tools with burrs, cracks, mushroom heads, and broken, loose or splintered handles shall not be used. Turn them in for repair or replacement.
* Do not leave tools on overhead work areas or where they pose a potential risk of injury or where they will fall and strike someone working below.
* Never leave tools lying around where they may be tripped over or interfere with other work in progress.
* Do not carry an edged or pointed tool in pockets or belts unless the point or edge is protected.

**Motor vehicle operation:**

The following requirements are in place because of the high risks associated with motor vehicle operation:

* Employees who operate vehicles on behalf of the company must have a valid driver’s license, operator, commercial or chauffeur’s license, as required for the equipment being operated
* Only company employees are permitted to operate company-owned equipment/vehicles

Obeying traffic laws and regulations:

* + Employees are required to obey all traffic regulations
  + Cost for traffic violations/citations is the employee’s responsibility
  + Employees convicted of two or more moving violations within a 12-month period cannot operate company vehicles
  + All vehicle incidents must be reported, as required by city and state F reporting procedures
  + Employees involved in vehicle collisions must report the incident to their supervisor or designee immediately after contacting the local law enforcement agency

**Powered Mowing Equipment**

* Do not attempt to operate any power equipment without proper instruction and authorization.
* When walking in proximity of equipment operations, keep clear of the equipment when operators cannot see you. Never assume that an operator has seen you unless you establish eye contact.
* Only the operator is allowed on the equipment.
* When working near moving traffic, ensure that proper barricades and signs have been placed around the work zone.
* When leaving the operator’s seat, the equipment operator should disengage the PTO, engage the brake, stop the engine, and wait for all parts to stop before dismounting.
* Never refuel equipment while the engine is running or extremely hot.
* Ensure all roll over protective devices and seat belts are in place on equipment.
* When operating equipment on loose soil or slanted surfaces, the operator must proceed with extreme caution to ensure that the equipment does not roll over or into an open ditch.
* If an area is too sloped or the ground is deemed too uneven to operate the mower safely, use a weed eater or manual lawn mower.
* Areas with high grass or weeds must be visually inspected for debris or other materials prior to actual mowing.

**Safety Policy and Procedure acknowledgment**

By my signature below, I acknowledge I have received and read the Company's Safety Policies and Procedures, and I have been given an adequate opportunity to ask questions and receive clarification of any area of the policy and procedures. I agree to abide by the provisions outlined in the (Company’s Name) Safety Policy and Procedure and understand that failure to do so may result in disciplinary action, up to and including termination of my employment.

I have received training by the company for the duties associated with my job, and I understand the potential hazards and physical requirements of these duties as well as the necessary precautions to control these hazards.

I have been informed and understand I am to report to my supervisor any incident and injury occurring while performing the duties of my job, or if in their absence, the next available senior company representative. An Incident Investigation Report must be completed and signed immediately, as is reasonable under the injury circumstances, by me after my injury.

I have been informed and understand I am to immediately report any unsafe acts and conditions discovered during the performance of my job duties.

Employee's signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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