GOLF COURSES AND

COUNTRY CLUBS

NAICS CODE

713910 Golf Courses and Country Clubs

Section 9

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 PERSONNEL

Lifting Procedures

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

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

3. If the load is too heavy or bulky, use a carrying aid such as a cart, 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. Hold objects as close to your body as possible.

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

12. 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.

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

14. 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.

COURSE OPERATIONS PERSONNEL: Caddie, Cart Monitor, Driving Range Attendant

General Rules

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

2. Stop work and move out of the course boundaries when guests are playing through.

3. Stand clear of vehicle traffic on cart paths.

4. Stop work immediately on golf courses during lightning storms.

5. Use a long-distance insecticide to destroy wasp nests.

Golf Carts

1. Do not drive golf carts into wooded areas or along steep slopes.

2. Do not jump from a moving golf cart.

GOLF COURSE MAINTENANCE PERSONNEL: Grounds Keeper, Landscaper

General Rules

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

2. Drink plenty of clear liquids during your breaks.

3. Stop work and move out of the course boundaries when guests are playing through.

4. Stand clear of vehicle traffic on cart paths.

5. Stop work immediately on golf courses during lightning storms.

1. Follow the instructions on the label and in the corresponding Safety Data Sheet

(SDS) for each chemical product used in your workplace.

7. Use a long-distance insecticide to destroy wasp nests.

Gasoline Powered Lawn Maintenance Tools

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

2. Do not use gas-powered tools that have parts that are loose, worn, cracked or otherwise visibly damaged.

3. Tag damaged gas-powered tools "Out of Service" to prevent accidental start up or use.

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

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

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

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

Mowing

1. Only the operator is permitted to ride on a riding mower, tractor, or bush hog.

2. Shift the riding mower, tractor, or bush hog into neutral before starting or shutting it off.

3. Do not place your hands or feet under the mower deck.

4. When operating a riding mower, tractor, or bush hog, mow up and down the slope. Do not mow across a slope.

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

6. Do not jump from a riding mower, bush hog or tractor.

7. Maintain a three-point contact using both hands and one foot or both feet and one hand when climbing into and out of a riding mower, bush hog or tractor.

Line Trimming/Weed Eater/Brush Cutters

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

2. When edging along roads, stay as close to the curb as possible.

Backpack Blowers

1. Wear goggles when operating a blower.

2. Do not use the blower to clean yourself.

3. Do not direct the blower toward bystanders.

Fueling Gasoline Power Tools

1. Turn the mower or gasoline powered tool off before fueling.

2. Do not smoke while fueling a mower or gasoline powered tool.

3. Wash your hands with soap and water if you spill gasoline on your hands.

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

GENERAL MAINTENANCE PERSONNEL: Cart Repair, Club Repair, Plumbing, Electrical

General Rules

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

2. Replace the guards before starting machines and after adjusting or repairs.

3. Do not wear loose clothing or jewelry in the machine shop.

4. Read and obey safety warnings posted on the machinery.

5. Turn off the water and electrical systems before working on the automatic sprinkler system.

1. Follow the instructions on the label and in the corresponding Safety Data Sheet

(SDS) for each chemical product used in your workplace.

Batteries

1. Do not lay tools or metal parts on top of a battery.

2. Turn battery chargers off prior to connecting the cables to the battery posts.

3. Set the brakes on the golf cart prior to connecting the charging cables to the battery on the golf cart.

4. Do not smoke in the battery charging areas.

5. Do not use a screwdriver to test the charge of a battery.

Electrical Power Tools

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

2. Do not carry plugged in equipment or tools with your finger on the switch.

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

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

5. Turn the tool off before plugging or unplugging it.

6. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.

7. Do not use extension cords or other grounded three-pronged power cords that have the ground prong removed or broken off.

8. Do not use an adapter such as a cheater plug that eliminates the ground.

9. Do not use a power hand tool to cut wet or water-soaked building materials or to repair pipe leaks.

10. Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.

Hand Tools

1. Do not continue to work if your safety glasses or goggles become fogged. Stop work and clean the glasses until the lenses are clear and defogged.

2. Keep the blade of all cutting tools sharp.

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

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

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

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

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

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

OFFICE/PRO SHOP PERSONNEL: Cashier, Sales, Secretary, Pro Shop Employee

General Rules

1. Do not stand on furniture or counter tops to reach high places. Use a ladder or step stool to retrieve or store items that are located above your head.

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

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

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

5. Do not store or leave items on stairways or walkways.

6. Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a coworker.

Office

1. Open one file cabinet drawer at a time.

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

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

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

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

Pro Shop

1. Use a closed fist or the back of your hand to close cash register drawers.

2. Do not allow merchandise to accumulate on the floor behind the counter.

Unpacking Merchandise

1. Wear safety glasses when cutting strapping bands, uncrating materials, and driving nails.

2. Stand to the side of the strapping band when cutting it.

3. Store case cutters, exacto knives or other tools with cutting edges in sheaths when they are not in use.

4. Visually inspect for sharp objects or other hazards before putting hands, legs, or other body parts into containers such as boxes or crates.

5. Remove staples from crates and boxes with a staple remover before unpacking.

Stocking Shelves

1. When manually stocking shelves, position the materials to be shelved slightly in front of you, so that you do not have to twist when lifting and stacking materials.

2. Do not let items overhang from shelves into walkways.

3. Place heavier loads on the lower or middle shelves.

4. Remove one object at a time from shelves.

5. Place items on shelves so that they lie flat and do not lean against each other.

Hand Trucks

1. Tip the load slightly forward so that the tongue of the hand truck goes under the load.

2. Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.

3. When loading hand trucks, keep your feet clear of the wheels.

4. Push the load so that the axle and not the handles will carry the weight. The operator should only balance and push.

5. If your view is obstructed, use a spotter to assist in guiding the load.

6. Do not walk backward with the hand truck, unless going up stairs or ramps.

7. When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.

8. Move hand trucks at a walking pace.

HOUSEKEEPING PERSONNEL

General Rules

1. Mop up water around drinking fountains, drink dispensing machines and ice machines.

2. When cleaning floors, wet only a small area of the floor at one time and dry mop it before cleaning another section.

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

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

5. Keep power cords away from path of vacuum cleaners and floor polishers.

6. Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product used when cleaning.

7. When spraying tile and window cleaner, hold the spray bottle at arms length away and direct the spray away from your face.

8. Do not stand on sinks, toilets, or cabinets.

9. Visually inspect for sharp objects or other hazards before putting your hands, legs or other body parts into trash cans or boxes.

10. Follow this procedure before picking up any trash bags: Grab the top of the bag above the tie-off with two hands and hold the bag away from your body.

FOOD SERVICE PERSONNEL - Cooks, Servers, Dishwashers, Bartenders

General Rules

1. Do not handle hot or frozen items with your bare hands. Use potholders or dry towels.

2. Place the lid on coffee pots and pots of hot liquids before picking them up to move them.

3. Use a dry towel or an oven mitt when taking plates out of the plate warmers.

4. Do not submerge hot glass in icy water or submerge a cold glass in hot water.

5. Do not use a drinking glass to scoop ice from the ice machine. Use an ice scoop only.

Housekeeping

1. Mop up water around sinks, drink dispensers, freezer floors and ice machines

2. Straighten or remove floor mats that do not lie flat on the floor.

3. Upon discovery of wet floors, take short steps when walking on them.

4. Immediately clean up spills, water, cooking oils and other liquids from the floor.

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

6. Clean up any broken glass using a dustpan and broom. Do not pick up broken glass with your bare hands.

Kitchen Appliances

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

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

3. Turn the appliance off before plugging or unplugging it.

4. Do not handle or operate electrical appliances when your hands are wet or when you are standing on wet floors.

5. Turn off gas appliances when not in use.

6. Turn on the kitchen hoods when kitchen appliances are on.

7. Position pots and pans on the stovetops so that the pot handles do not protrude over the edge of the range.

Knives

1. When handling knives and other cutting tools, direct sharp points, and edges away from you.

2. Store knives in knife blocks or in sheaths after use.

3. Do not use knives with dull blades.

4. Do not use honing steels that do not have disc guards.

5. Do not attempt to catch a falling knife.

6. Do not use knives with broken or loose handles.

7. Do not use knives as a can opener or ice pick.

8. Do not leave knives in sinks full of water.

9. Do not pick up knives by their blades.

10. Carry knives with their tips pointed towards the floor.

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