Landscape Architectural Services

NAICS Code

541320 Landscape Architectural Services

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.

ALL EMPLOYEES

Lifting Procedures 3

LANDSCAPE ARCHITECTS/DESIGNERS

General Rules 3

Video Display Terminal Ergonomics 3

LANDSCAPE INSTALLERS

General Rules 4

Ladder Usage 4 Backpack Blowers 4

Fuel Storage and Refueling 4

Tree Installation

Boom Truck Safety 5

Skid Steer Loaders 5

Front End Loaders 5

Augers 5

Pruning and Cutting 6

Staking 7

Shovels 7

Tree Spades 7

Shrub Installation

Shovels 7

Post Hole Diggers 8

Pruning and Cutting 8

Machete 8

Wheelbarrow 8

Sod Installation

Sod Cutters 8

Forklifts 9

Machete 10

Steel Rakes 10

DRIVERS

Driving Safety 10

Fueling Vehicles 10

Vehicle/Trailer Safety 10

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.

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 footrest.

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. Call the "CALL SUNSHINE" one-call center at 1-800-432-4770 and all "Call Sunshine" non-members to have the underground facilities marked 48 hours before digging.

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 footpads, 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 always keeping both hands and one foot or both feet and one hand on the ladder 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.

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 earplugs, 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 adjusting 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 over-speed 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.

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, or 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 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 adjusting 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 posthole digger.

2. When handing a posthole digger to your coworker, hand it to him handle first.

3. Use two hands to control a posthole 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.

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.

Forklift General Rules

1. Follow the manufacturer 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 in 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 the load blocks vision.

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 the "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 backward to stabilize the load.

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 forks no longer support the load.

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. Always obey all traffic patterns and signs.

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.

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 equipment 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.

Obtained from Toolboxtopics.com, Landscape Planning, https://www.toolboxtopics.com/menu\_programs.html (Accessed August 14, 2024).