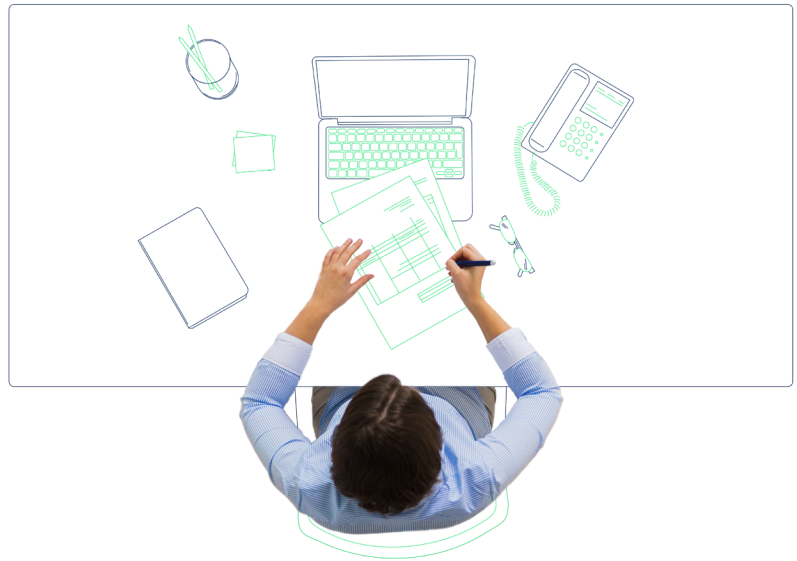


You're a Safety Meeting Pro.



A safety meeting includes all employees and a management person is there to ensure that issues are address. Safety meetings are more effective for a smaller employer.

Do the following for safety meetings:

- Assess the work site for fall and falling object hazards. Make sure your safety meetings:
- Are held monthly. You may meet more often to discuss safety issues as they come up.
- Have at least one management representative.

Record Meetings

- Prepare minutes from each safety committee and:
- Preserve them for one year.
- Make them available for review by safety and health consultation personnel of the Occupational Safety and Health Administration.

Cover these topics:

- Review safety and health inspection reports to help correct safety hazards.
- Evaluate the accident investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected.
- Evaluate your workplace accident and illness prevention program and discuss recommendations for improvement, if needed.
- Document attendance.
- Write down subjects discussed.

Landscape & Horticultural Safety.

Today's Safety Meeting Topic.

There are hazards in the landscaping industry and injury can be prevented with safety working practices

Prevention

- Assess the work site for fall and falling object hazards.
- Have a qualified arborist survey the worksite and identify the hazards related to specific trees
- Determine if workers will need rigging and the training required to use said rigging.
- Identify and purchase the proper equipment.

Equipment

LADDERS

Need to be maintained and not defective
Kept at least 10 feet away from electrical sources
Inspected before use

Secured

Used according to the manufacturer's instructions

ARIAL LIFTS

Need to be maintained.

Used only according to the manufacturer's instructions.
They are not designed for lifting or hoisting tree parts or material.

Used with the proper fall protection equipment and tie-offs.

Kept at least 10 feet away from electrical sources.

When not using ladders or arial lifts:

- Make sure workers are training in climbing techniques.
- Make sure they use climbing spurs with gaffs that are compatible with the specific tree they are climbing.
- Make sure they always use a second means of fall protection.
- Make sure they are lifting and lowering hand tools and equipment.
- Make sure they are only carrying one hand tool or piece of equipment at a time.

Remember

- Only use climbing equipment approved by the manufacturer for tree care work.
- If workers cannot work more than 10 feet from electrical equipment, contact your local utility company to de-energize said equipment.
- There needs to be an emergency procedure in place before starting work and all workers on site need to be trained in this procedure.

Employee Handout

Landscape & Horticultural Safety.

There are hazards in the landscaping industry and injury can be prevented with safety working practices

Prevention

- Assess the work site for fall and falling object hazards.
- Have a qualified arborist survey the worksite and identify the hazards related to specific trees
- Determine if workers will need rigging and the training required to use said rigging.
- Identify and purchase the proper equipment.

Equipment

LADDERS

Need to be maintained and not defective
Kept at least 10 feet away from electrical sources
Inspected before use

Secured

Used according to the manufacturer's instructions

ARIAL LIFTS

Need to be maintained.

Used only according to the manufacturer's instructions.
They are not designed for lifting or hoisting tree parts or material.

Used with the proper fall protection equipment and tie-offs.

Kept at least 10 feet away from electrical sources.

When not using ladders or arial lifts:

- Make sure workers are training in climbing techniques.
- Make sure they use climbing spurs with gaffs that are compatible with the specific tree they are climbing.
- Make sure they always use a second means of fall protection.
- Make sure they are lifting and lowering hand tools and equipment.
- Make sure they are only carrying one hand tool or piece of equipment at a time.

Remember

- Only use climbing equipment approved by the manufacturer for tree care work.
- If workers cannot work more than 10 feet from electrical equipment, contact your local utility company to de-energize said equipment.
- There needs to be an emergency procedure in place before starting work and all workers on site need to be trained in this procedure.



Safety Meeting Form - Landscape & Horticultural Safety

[illegible]