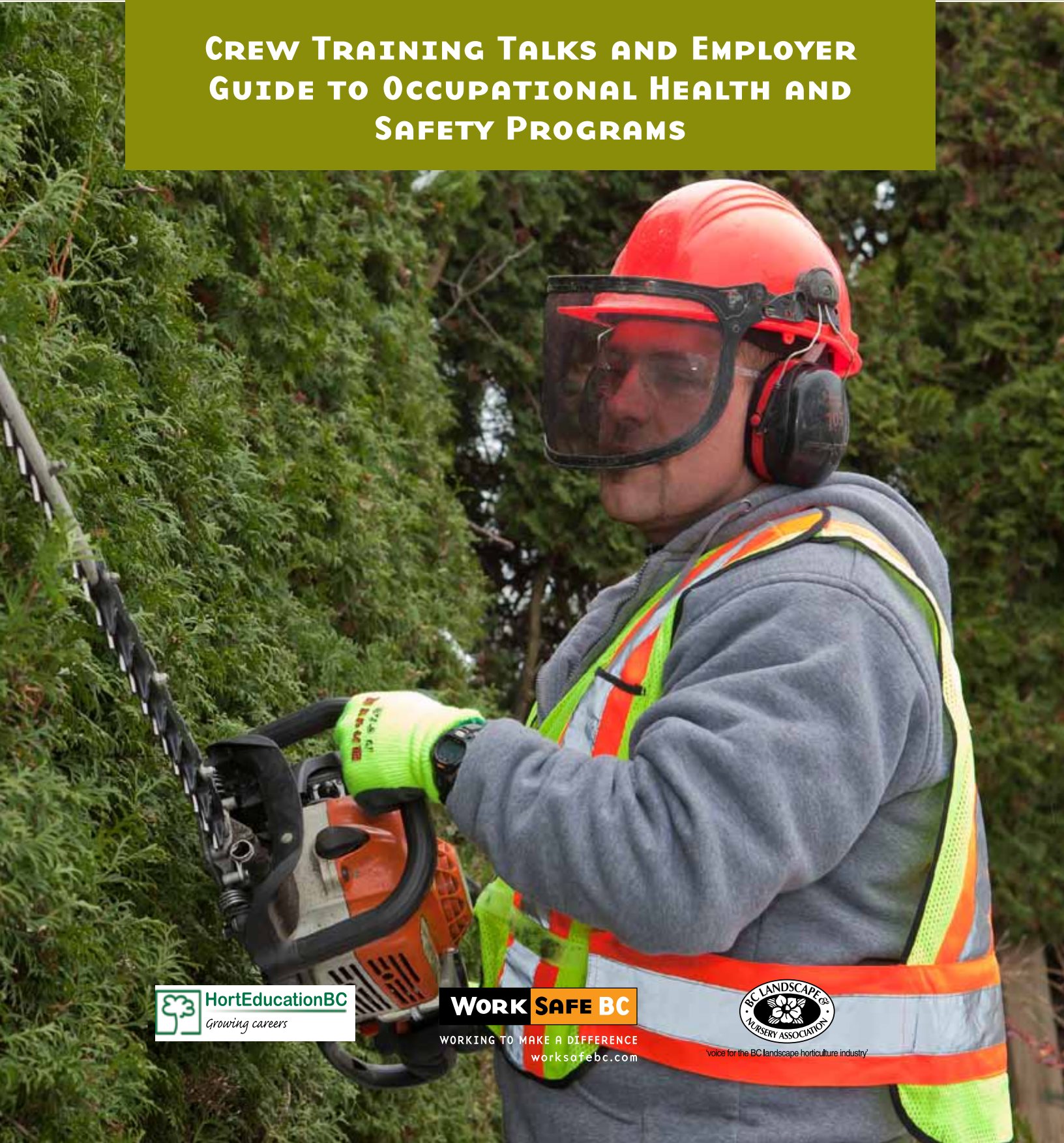


# HEALTH AND SAFETY FOR LANDSCAPING AND LAWN MAINTENANCE COMPANIES

## CREW TRAINING TALKS AND EMPLOYER GUIDE TO OCCUPATIONAL HEALTH AND SAFETY PROGRAMS



## **About the BC Landscape & Nursery Association**

The BC Landscape & Nursery Association (BCLNA) is a non-profit organization working to serve nursery growers, landscape professionals, retail garden centres, and the associated landscape horticulture trade in B.C. The BCLNA represents more than 700 member companies, representing nursery, landscape, retail, education, supply, service, and government organizations working in the landscape horticultural industry.

The original organization was formed in 1953 and today is a vibrant association, with chapters in the Lower Mainland, the Interior, and on Vancouver Island. The BCLNA offers member companies leadership, information, and services toward the development of more knowledgeable and responsible horticulture practices. Included in its mandate is also business development and issues management for the green industry in B.C.

## **About HortEducationBC**

HortEducationBC (HEBC) is the industry training organization for horticulture and agricultural trades in British Columbia. HEBC aims to provide service to the industry by coordinating the skill needs and industry standards of employers, workers, and trainees in horticulture with training and education programs and services delivered by training providers. By working closely with industry, HEBC seeks to improve training programs at both the high school and post-secondary school levels, as well as extend learning through on-the-job training, resulting in increased knowledge, professionalism, and skills for the current and future workforces. HEBC is a partner of the BC Industry Training Authority, which oversees all apprenticeship programs in B.C.

## **About WorkSafeBC**

WorkSafeBC (the Workers' Compensation Board) is an independent provincial statutory agency governed by a Board of Directors. It is funded by insurance premiums paid by registered employers and by investment returns. In administering the *Workers Compensation Act*, WorkSafeBC remains separate and distinct from government; however, it is accountable to the public through government in its role of protecting and maintaining the overall well-being of the workers' compensation system.

WorkSafeBC was born out of a compromise between B.C.'s workers and employers in 1917 where workers gave up the right to sue their employers or fellow workers for injuries on the job in return for a no-fault insurance program fully paid for by employers. WorkSafeBC is committed to a safe and healthy workplace, and to providing return-to-work rehabilitation and legislated compensation benefits to workers injured as a result of their employment.

## **WorkSafeBC Prevention Information Line**

The WorkSafeBC Prevention Information Line can answer your questions about workplace health and safety, worker and employer responsibilities, and reporting a workplace accident or incident. The Prevention Information Line accepts anonymous calls.

Phone 604.276.3100 in the Lower Mainland, or call 1.888.621.7233 (621.SAFE) toll-free in Canada.

To report after-hours and weekend accidents and emergencies, call 604.273.7711 in the Lower Mainland, or call 1.866.922.4357 (WCB.HELP) toll-free in British Columbia.

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CREW TRAINING TALKS AND EMPLOYER  
GUIDE TO OCCUPATIONAL HEALTH AND  
SAFETY PROGRAMS



# WorkSafeBC publications

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Many publications are available at [worksafebc.com](http://worksafebc.com). The Occupational Health and Safety Regulation and associated policies and guidelines, as well as excerpts and summaries of the *Workers Compensation Act*, are also available on the website.

Some publications are also available for purchase in print:

Tel: 604.232.9704

Toll-free: 1.866.319.9704

Fax: 604.232.9703

Toll-free fax: 1.888.232.9714

Online ordering: [Worksafebc.com](http://Worksafebc.com) and click on Publications; follow the links for ordering

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# Introduction

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Health and safety is good business. A commitment to health and safety is one of the best ways for a landscaping or lawn maintenance company to protect its greatest resource—its people. This type of commitment can:

- Create a better work environment
- Boost morale
- Help retain good workers
- Prevent injuries
- Increase worker participation in decision making
- Improve productivity and enhance customer service

## **Can you afford to lose even one worker to serious injury?**

Over a recent five-year period, Landscaping (CU 764060) and Lawn Maintenance (CU 764061) companies in British Columbia had an average of 300 claims and 11,800 days lost from work each year. More than a quarter of the injuries were to young workers. There were 3 fatalities and 34 serious injuries in the five-year period.

The most common injuries to landscaping and lawn maintenance workers are:

- Sprains, strains, and tears (47%)
- Cuts and lacerations (12%)
- Fractures (9%)
- Bruises and contusions (8%)

## **How are workers being injured?**

- More than a quarter of injuries result from overexertion, usually when a worker moves or lifts objects such as equipment, supplies, or debris.
- Nearly one in six injuries occurs when a worker is struck by an object such as a falling branch or tool.
- Another common source of injuries is a slip, trip, or fall, resulting in injuries such as fractures, sprains, or strains.
- Most injuries are to the back, fingers, and legs.

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**Could these incidents happen at your worksite?**

A worker was mowing a lawn using a riding mower without a rollover protective structure (ROPS). The mower failed to negotiate a right-hand turn and rolled over a bank (45 percent grade). The worker suffered fractured legs and lacerations.

A worker was trimming a tree when he fell backward approximately 2 m (6 ft.). He landed on his back on a paved sidewalk, fracturing his spine.

These incidents both occurred in British Columbia. Are you doing everything you can to prevent accidents like these? Could your company survive a serious injury or fatality?

**The costs of workplace accidents**

All of these injuries are costly, in human terms and in time lost from work and work disruption. The annual cost of these claims in B.C. is about \$2.9 million.

Workplace accidents can have a tremendous impact on injured workers, their co-workers, and their families, in terms of pain and suffering, disability, stress, and loss or change of employment. For a small landscaping or lawn maintenance company, accidents can be financially devastating. Direct costs may include claims costs, increased insurance premiums, and fines. There are also indirect costs, which may include damage to property, the cost of finding and training temporary employees, and service interruption that could lead to loss of customers.



# About this manual

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This manual is intended for landscaping and lawn maintenance companies of any size. You will find this manual useful if you are an owner, employer, manager, supervisor, or worker.

## Worker training

This manual includes information on:

- How to conduct crew talks
- Crew talks for injury prevention topics, including common hazards, safety tips, real-life stories, employer and worker responsibilities, and resources

The crew talks in this manual are meant as a general resource only. Not all aspects of landscaping and lawn maintenance are covered—the manual focuses on key areas where the risk of injury can be easily reduced. This manual is not a regulatory document. Instead, it supports and supplements regulations and equipment manufacturers' requirements by describing how to train workers in safe work practices and procedures specific to landscaping and lawn maintenance.

## Overview of health and safety practices for employers

This manual describes the basic components of an effective occupational health and safety program, including how to:

- Identify hazards and risks specific to your workplace
- Eliminate hazards or minimize their impact
- Develop specific procedures for working safely
- Respond to workplace accidents and injuries

This manual is meant to give you a basic understanding of your health and safety requirements. **This manual does not replace the Occupational Health and Safety Regulation.** You should also refer to the Regulation to be sure you are meeting your legal responsibilities for workplace health and safety. A searchable version of the Regulation and its accompanying Guidelines is available online or as a CD-ROM. Visit [worksafebc.com](http://worksafebc.com) or contact the Prevention Information Line for more information.

Throughout this manual, you will find references to publications and other useful information. You can find many of these resources at [worksafebc.com](http://worksafebc.com).

# Responsibilities

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Everyone has a role to play when it comes to health and safety.

## Employers

- Ensure the health and safety of your workers.
- Correct any workplace conditions that are hazardous to the health and safety of your workers.
- Inform your workers about any remaining hazards.
- Make copies of the *Workers Compensation Act* (the Act) and the Regulation available.
- Ensure that your workers know their rights and responsibilities under the Regulation and the Act and that they comply with them.
- Establish an occupational health and safety program.
- Provide and maintain protective devices, equipment, and clothing, and ensure that workers use them.
- Provide your workers with education, supervision, and training specific to your workplace.

### What can employers do to improve workplace safety?

Creating a safe workplace is an ongoing commitment. You can make your company safer by doing the following:

- Provide regular safety training for your supervisors.
- Lead by example. Demonstrate safe work habits.
- Regularly check that your company's safety procedures are being followed.
- Regularly check that your employees are correctly using the protective equipment and devices you provide.
- Encourage workers to report illnesses and injuries immediately.
- Encourage workers to report anything that could be hazardous.
- Keep your workplace health and safety programs up to date.
- Stay aware of the hazards in your workplace and how to handle them.
- Respond promptly to all health and safety concerns.

- Consult and cooperate with your joint health and safety committee (or worker health and safety representative).
- Co-operate with WorkSafeBC and its officers.

## Supervisors

- Ensure the health and safety of workers under your direct supervision.
- Know the requirements of the Regulation that apply to the work you are supervising.
- Ensure that workers under your direct supervision are informed about all safety hazards in the workplace and that they comply with the Regulation.
- Consult and cooperate with the joint health and safety committee (or worker health and safety representative).
- Cooperate with WorkSafeBC and its officers.



*Supervision includes telling workers about safety hazards at a worksite and ensuring that they know how to deal with them.*

## Due diligence

*Due diligence* means taking all reasonable care to protect the well-being of employees (if you are an owner or employer) and co-workers (if you are a worker). To meet the standard of due diligence, you must take all reasonable precautions in the circumstances to carry out your work and your health and safety responsibilities.

One way that employers can demonstrate due diligence is by implementing a health and safety program. Workers can demonstrate due diligence by following the requirements of that program—for example, using safe work procedures and wearing personal protective equipment (PPE). Demonstrating due diligence will help ensure the safety of you and those around you, and it can be used as a defence against fines or prosecution when requirements have allegedly been violated.

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## **Workers**

- Take reasonable care to protect your health and safety and that of others who may be affected by what you do or don't do.
- Comply with the Regulation and other legal requirements.
- Follow established safe work procedures.
- Use the required PPE.
- Refrain from horseplay or similar conduct that may endanger others.
- Ensure that your ability to work safely is not impaired, for example, by drugs, alcohol, or lack of sleep.
- Report incidents to your supervisor.
- Report to your supervisor or employer any hazard that might endanger others, any problem with protective equipment or clothing, or any violation of the Regulation or other legal requirements that you are aware of.
- Cooperate with the joint health and safety committee (or worker health and safety representative).
- Cooperate with WorkSafeBC and its officers.

### **Refuse and report unsafe work**

Workers have the right to refuse unsafe work. In fact, workers must not carry out (or cause to be carried out) any task that they have reasonable cause to believe would create an undue hazard to the health and safety of any person.

When a worker discovers an unsafe condition or believes that he or she is expected to perform an unsafe act, the worker must immediately report it to the supervisor or employer. The supervisor or employer who receives the report must immediately investigate the matter. If there is an unsafe condition, it must be corrected without delay.

Sometimes the supervisor or employer may not agree that the task is dangerous. In this case, sections 3.12 and 3.13 of the Regulation list the steps to be followed.

Workers must not be disciplined for refusing to perform tasks that they have reasonable cause to believe are dangerous. The worker may be assigned other work at no loss in pay while the reported unsafe condition is being investigated.



# **Crew safety talks**



# Crew talk checklist

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Running effective crew talks (safety meetings) can be a challenge. It takes careful preparation and a real desire to involve workers in improving health and safety. Photocopy this checklist and use it to guide your crew talks.

## **Be prepared**

- Inspect your workplace for hazards related to the topic you've chosen for the crew talk.
- Read over the material you plan to cover.
- Review any regulations, guidelines, and company rules related to the topic.
- Review reports of recent accidents at your workplace, including near misses.

## **Involve workers in the meeting**

- Talk about a real-life situation. Try to use an example relevant to your own workplace.
- Invite workers to ask questions and make suggestions related to the topic.
- Respond to questions that you can answer, and offer to find answers for those you can't.
- Allow time at the end of the crew talk for questions and suggestions on any safety issue.
- Ask workers for feedback about the meeting.
- Ask workers to help prepare for or even lead future crew talks.

## **Follow up**

- Look into complaints, concerns, and suggestions that your workers bring up.
- Report back to let them know what will be done.
- Keep good records of each crew talk.

---

**Record of crew talk**

Date of meeting: \_\_\_\_\_ Presentation by: \_\_\_\_\_

Workers present: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Topics covered: \_\_\_\_\_  
\_\_\_\_\_

Actions required:

Action	Who is responsible	Deadline

Other comments (feedback, what worked, what didn't):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Lifting

---

Improper handling and lifting of heavy or bulky objects is a major source of strains, sprains, neck injuries, back injuries, and hernias. Any of these injuries can affect your quality of life for weeks, months, or even years, preventing you from working or doing many things you enjoy.

## **Common hazards**

- Shoulder or wrist sprains or strains from lifting heavy equipment, bags, or boxes
- Back pain from lifting and carrying awkward loads
- Back, shoulder, or leg strain from moving items by pushing or pulling

## **Incident examples**

- A worker was moving bags of fertilizer and turned quickly without moving his feet, twisting his back. He was off work for three weeks with back pain.
- A young worker was lifting trays off the floor onto potting tables, leaning over instead of bending her knees. After several hours, she experienced back muscle spasms and was off work for three days.

## **Safety tips**

- Use safe lifting technique, as shown on pages 11–12.
- Decide whether you'll need help from another person or whether a wheelbarrow or hand truck will be needed to move heavy or awkward objects.
- Be sure you can see where you are going when carrying large items.
- When storing equipment or supplies, place the heaviest items at knee to chest level.

---

### **Safe lifting technique**



*1. Get close to the object.*

*2. Bend at your hips and knees. Get a good grip. Gloves may improve your grip.*

*3. Lift smoothly and slowly, keeping the object close to your body. Keep the load between your knees and shoulders.*

*4. Pivot with your feet instead of twisting your back.*

---

***Lifting safely from a vehicle***



1. *Lift smoothly and slowly, keeping the object close to your body. Keep the object between your knees and shoulders. Use gloves to improve your grip.*



2. *Pivot with your feet instead of twisting your back.*



3. *Bend at your hips and knees.*



---

## **Responsibilities**

### **Employers**

- Provide assistive devices such as dollies or hoists, if necessary, and make sure they are maintained in good condition.
- Train workers in safe lifting technique.
- Provide adequate supervision after training.

### **Workers**

- Follow safe work procedures.
- Get help or use a device to lift or move equipment and supplies, if necessary.

## **Resources**

*Back Talk: An Owner's Manual for Backs*

[www.worksafebc.com/publications/publication\\_index](http://www.worksafebc.com/publications/publication_index)

*Does Your Back Hurt? A Guide to Preventing Low Back Pain*

[www.worksafebc.com/publications/publication\\_index](http://www.worksafebc.com/publications/publication_index)

*Ergonomics Commentary 1—Back Belts*

[www.worksafebc.com/publications/publication\\_index](http://www.worksafebc.com/publications/publication_index)

Occupational Health and Safety Regulation

Sections 4.46–4.53, Ergonomics (MSI) Requirements

# Slips, trips, and falls

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Uneven ground, debris, tools, and wet grass are all potential causes of slips, trips, and falls for landscape and lawn maintenance workers. When the work area is not kept clean, the risk of slips, trips, and falls increases. These types of accidents are especially dangerous for landscape workers because of the risk of falling with a tool in hand.

Although many slip, trip, and fall injuries are relatively minor (for example, sprained ankles and wrists), they are very costly in terms of time lost from work because they occur so frequently.

## Common hazards

- Uneven or slippery surfaces
- Forgotten tools
- Debris
- Exiting vehicles or equipment
- Loading and unloading equipment and materials

## Incident examples

- A worker slipped on wet grass and fell against the blade of his pruner, seriously lacerating his arm.
- A worker tripped over a rake while carrying a roll of sod and fractured her wrist.

## Safety tips

### Before you start

- Wear well-fitting non-slip footwear.
- Look down before you get out of your vehicle, and use a three-point system for climbing on and off equipment.
- Check worksites for uneven and slippery ground, ponds and puddles, and trenches or embankments.
- Clean up debris.
- Plan for safe unloading of equipment and materials. Keep truck beds tidy.

---

### **While working**

- Don't carry more than you can safely handle.
- Be sure you can see where you are going when carrying large items.
- Slow down and move deliberately over slippery or uneven ground.
- Take extra care in bad weather.

### **Finishing up**

- Clean mud and debris from equipment such as riding mowers.
- Clean mud and debris from boots.
- Clean and put away all tools and equipment in safe storage locations.

## **Responsibilities**

### **Employers**

- Train workers about the hazards that can cause slips, trips, and falls, including uneven or slippery surfaces, forgotten tools, debris, equipment, and getting on and off vehicles.
- Train workers in how to clean up debris and navigate safely on uneven ground.
- Remind workers of the need for non-slip footwear.
- Provide adequate supervision after training.

### **Workers**

- Follow safe work procedures.
- Wear non-slip footwear.
- Identify and report any slip, trip, and fall hazards.

## **Resources**

“Prevention of Slips, Trips and Falls” (web page)  
[www.ccohs.ca/oshanswers/safety\\_haz/falls.htm](http://www.ccohs.ca/oshanswers/safety_haz/falls.htm)

# Ladders

---

Landscape workers often use ladders on uneven ground, which increases their risk for accidents. Injuries from ladders include head injuries, fractured bones, sprains and strains, as well as cuts and bruises.

## Common hazards

- Falls from ladders
- Ladders tipping over or collapsing
- Fingers being caught in pinch points when setting up or storing ladders

## Incident examples

- A worker was standing on a ladder pruning a hedge and reached too far. The ladder tipped over and she fell, fracturing her skull on the concrete walkway below.
- A young worker was carrying tools and not holding on to the ladder. He fell from the second and third steps of the 2-m (6-ft.) stepladder to the ground, fracturing his spine.

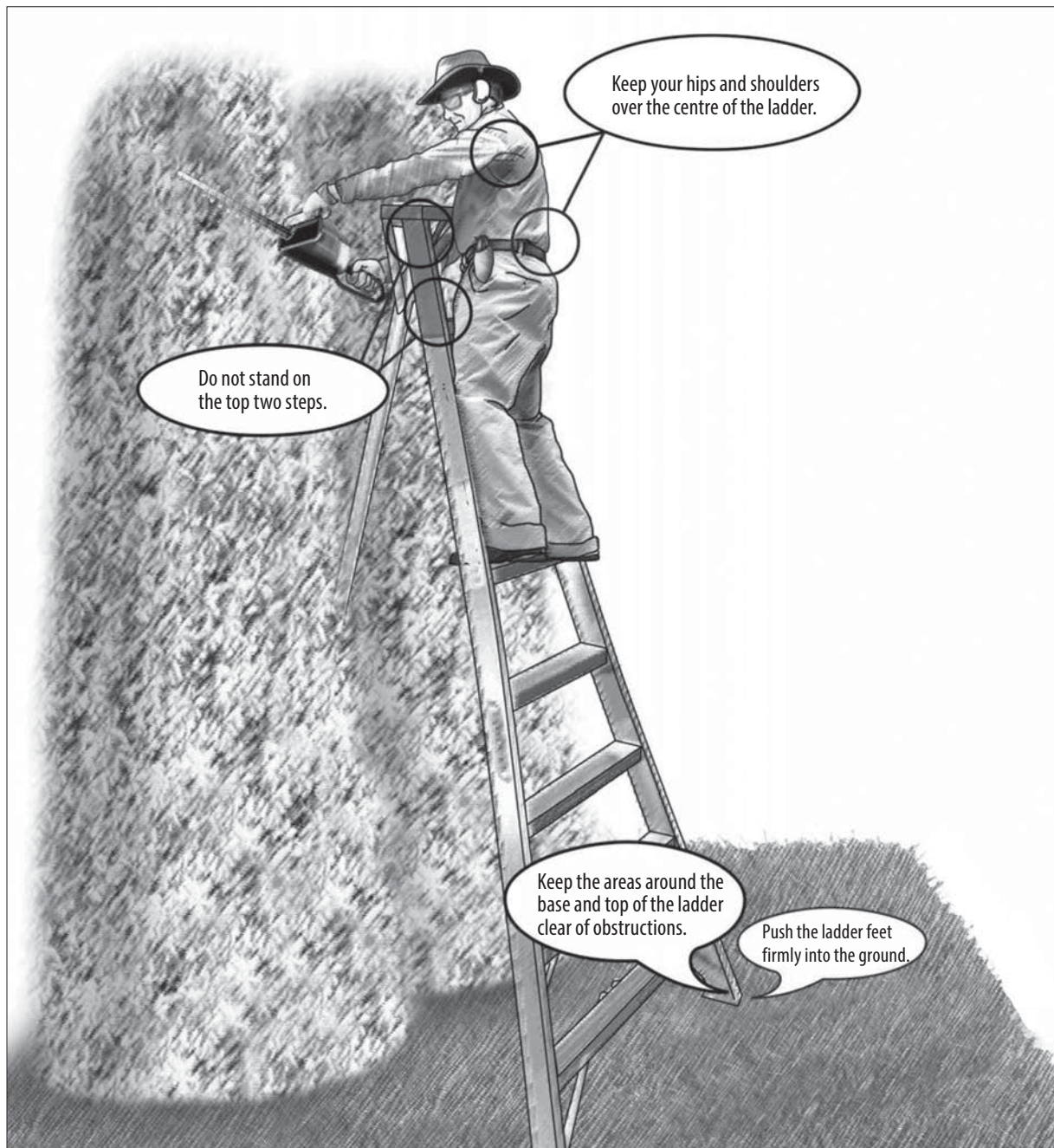
## Safety tips

### Before you start

- Choose the right type of ladder for the job (for example, a stepladder, an extension ladder, or an orchard ladder). Choose a non-conductive ladder (for example, wood or fiberglass) if there is a possibility of contact with electrical wires.
- Check for any defects, such as broken rungs, loose bolts, or split rails. If you find any defects, don't use the ladder. Tag it so others will know that it is damaged.
- Make sure rungs are clean and dry before using the ladder.
- Place the ladder so that the feet are on solid, level ground. Use boards under the feet to level and stabilize the ladder, if necessary.
- When using a ladder in a passageway or near a doorway, make sure warning signs are in place for pedestrian traffic.
- Avoid placing a ladder in front of a door. If this is not possible, secure the door so it can't be opened inadvertently.

- ❑ Follow the 4:1 rule when using extension ladders—for every 4 ft. of vertical, set the base 1 ft. out from the wall.
- ❑ Secure the ladder in place.
- ❑ Make sure the ladder is stable before climbing.

***Using orchard ladders safely***





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### **Using the ladder**

- When climbing the ladder, always face it and maintain three-point contact (two hands and one foot, or one hand and two feet).
- Don't carry heavy or bulky items up or down the ladder.
- Don't stand on the top two rungs of any ladder.
- Keep your body between the ladder rails.
- To move a ladder, get down and then move it.

### **Responsibilities**

#### **Employers**

- Maintain and repair ladders.
- Train workers on the safe use of ladders before they start work.
- Show workers how to check, set up, and use ladders, including maintaining three-point contact.
- Provide adequate supervision after training.

#### **Workers**

- Inspect ladders before use, and report any defects or necessary repairs.
- Follow safe work procedures.

### **Resources**

*Construction Safety Series: Ladders*

[www.worksafebc.com/publications/publication\\_index](http://www.worksafebc.com/publications/publication_index)

*Toolbox Meeting Guides: Ladders*

[www.worksafebc.com/publications/health\\_and\\_safety/bulletins](http://www.worksafebc.com/publications/health_and_safety/bulletins)

Occupational Health and Safety Regulation

Sections 13.4–13.6, Ladders

# Riding lawn mowers

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Accidents when using riding lawn mowers (also known as ride-on mowers) can cause many types of injuries, ranging from small cuts and burns to major amputations and fatalities from rollovers. Operating mowers without hearing protection can also contribute to hearing loss.

## Common hazards

- Cuts or amputations from blades
- Catching fingers, clothing, or jewellery in pinch points or wrap points
- Burns from hot points
- Cuts, abrasions, and bruises from being struck by projectiles to eyes, face, or exposed skin
- Major injuries or death from rollover
- Fire and spills when refuelling
- Prolonged noise exposure

## Incident examples

- A co-worker suffered a disfiguring facial injury when the operator of a riding mower failed to clear the area of debris before starting. The blade propelled a rock at high velocity, striking the worker in the cheek, causing a facial fracture and large laceration.
- A worker had two fingers amputated when he attempted to clear debris from under the mower without first turning off the motor.

## Safety tips

### Before you start

- Make sure you are familiar with the mower and its safe use.
- Make sure you are not fatigued or under the influence of alcohol or drugs.
- Use personal protective equipment (PPE), including steel-toe footwear, hearing protection, and safety eyewear.
- Wear full-length, close-fitting clothing and a hat.
- Check that the mower is in good operating order. Make sure blades are sharp, nuts and bolts are tight, safety guards are in place, the motor is

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running smoothly, the brakes are working, and operator-present controls are working correctly.

- Check the worksite. Remove debris, look for holes, and check slopes and ground quality.

### **While working**

- Look to see if anyone else is in or around the work area. Never assume people will stay where you last saw them. Use extreme care when approaching blind corners, trees, or other visual obstacles. Stop the motor if anyone enters the area.
- Make sure the transmission is out of gear and the mower blade clutch is disengaged before starting the engine.
- Keep your hands and feet away from moving parts and discharge openings. Keep your feet on the platform while operating.
- Don't carry passengers.
- Only work in daylight.
- Don't drive too close to creeks, ditches, or embankments.
- Disengage the mower blade when crossing pavement, walks, or gravel lanes.
- Don't mow in reverse unless it is specifically recommended in the operator's manual. Check behind you before backing up.
- Turn the mower off whenever you are not sitting on the seat.
- Shut down safely: Park on level ground, disengage power to the mower, set the brake, turn off the engine, and remove the key.

### **Slopes**

- When using under- or rear-mount mowers, mow down slopes rather than across.
- When using side-mount, offset, or sicklebar mowers, mow across slopes with the mower on the uphill side.
- If you can't back up a hill, it's too steep and you should not mow it.
- If you feel uncomfortable on a slope, don't mow it.
- Make sure there is good traction. Exercise caution on wet grass or dry, scorched grass.
- Don't mow near steep drop-offs, ditches, or embankments.

---

## Refuelling

- Refuel outdoors on the ground.
- Turn off the engine and allow it to cool before refuelling.
- Extinguish all ignition sources (for example, cigarettes).
- Use only an approved gasoline container in good condition.
- Keep the nozzle in contact with the fuel tank.
- If you spill fuel on your clothes, change immediately.
- Never overfill the tank.
- Replace the cap and tighten it securely.

## Loading and unloading riding mowers

- Work in pairs — one person should operate the mower and the other should provide direction.
- Make sure the truck or trailer is secured against movement. Turn off the truck engine and set the parking brake. Use chocks or blocking for trucks or trailers.
- If it's a tilt-and-load truck, position the load deck on the ground.

## Responsibilities

### Employers

- Maintain and repair riding mowers.
- Train workers on the safe use of riding mowers before they start work.
- Demonstrate how to use and store the mower.
- Demonstrate how the safety features work (for example, guards, shields, and automatic releases), and instruct workers not to remove any of these features.
- Demonstrate how to lock out the equipment before clearing any jams or performing repairs or maintenance.
- Remind workers about the PPE they are required to wear.
- Provide adequate supervision after training.



*Do not mow across slopes when using under- or rear-mount mowers.*

---

## **Workers**

- Follow safe work procedures.
- Wear appropriate PPE.
- Inspect riding mowers, and report any defects or necessary repairs.

## **Resources**

*Safety in the Landscape Industry* (“Riding Mowers,” pages 30–31)  
[www.farmsafety.ca/public/pages/manuals.html](http://www.farmsafety.ca/public/pages/manuals.html)

### Occupational Health and Safety Regulation

Part 7: Noise, Vibration, Radiation and Temperature

Part 8: Personal Protective Clothing and Equipment

Part 10: De-energization and Lockout

Part 16: Mobile Equipment

# Push lawn mowers

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Push lawn mowers, including standard and self-propelled models, are a source of many types of injuries, from small cuts and burns to major amputations. They can also cause overexertion injuries, hearing loss, and eye injuries.

## Common hazards

- Cuts from blades
- Catching fingers, clothing, or jewellery in pinch points or wrap points
- Burns from hot points
- Cuts, abrasions, and bruises from being struck by projectiles to eyes, face, or exposed skin
- Fire and spills when refuelling
- Prolonged noise exposure

## Incident examples

- A young worker was blinded in one eye when she was struck by a rock thrown by a mower operated by a co-worker.
- A worker had three toes amputated when the push mower he was operating rolled back over his foot when he was mowing uphill on a slope. He was not wearing CSA-approved footwear.

## Safety tips

### Before you start

- Make sure you are familiar with the mower and its safe use.
- Check that the mower is in good operating order: Make sure blades are sharp, the motor is running smoothly, the auto-switch mechanism is working correctly, and that safety guards are in place.
- Check the worksite: Remove debris, look for holes, and check slopes and ground quality.
- Use personal protective equipment (PPE), including steel-toe footwear, hearing protection, and safety eyewear.
- Wear full-length, close-fitting clothing and a hat.



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### **While working**

- Ensure the transmission is out of gear and disengage the mower blade clutch before starting the engine.
- Mow across the slope. (Your feet are less likely to slide under the mower, and the mower cannot roll back on you.)
- Always push the mower forward — don't pull toward your feet.
- Keep your hands and feet away from moving parts and hot parts.
- If the blade hits any hard object, stop the mower immediately, inspect the blade, and make any necessary repairs before continuing.
- To unclog grass from the discharge chute, turn the motor off and use a stick or tool (keep your hands away).

### **Finishing up**

- Shut down safely: Stop on level ground, and disengage power to the mower.
- To clean the underside of the mower, make sure the motor is off, the blade has stopped rotating, and the spark plug wire is disconnected (or unplug the mower if it is electric).

### **Refuelling**

- Refuel outdoors on the ground.
- Turn off the engine and allow it to cool before refuelling.
- Extinguish all ignition sources (for example, cigarettes).
- Use only an approved gasoline container in good condition.
- Keep the nozzle in contact with the fuel tank.
- If you spill fuel on your clothing, change immediately.
- Never overfill the tank.
- Replace the cap and tighten it securely.

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## **Responsibilities**

### **Employers**

- Maintain and repair mowers.
- Train workers on how to use, move, and store mowers before they start work.
- Demonstrate how the safety features work (for example, guards, shields, and automatic releases), and instruct workers not to remove any of these features.
- Demonstrate how to lock out the equipment before clearing any jams or performing repairs or maintenance.
- Remind workers about the PPE they are required to wear.
- Provide adequate supervision after training.

### **Workers**

- Follow safe work procedures.
- Wear appropriate PPE.
- Inspect mowers, and report any defects or necessary repairs.

## **Resources**

*Safety in the Landscape Industry* ("Push Mowers," page 32)  
[www.farmsafety.ca/public/pages/manuals.html](http://www.farmsafety.ca/public/pages/manuals.html)

### Occupational Health and Safety Regulation

Part 7: Noise, Vibration, Radiation and Temperature

Part 8: Personal Protective Clothing and Equipment

Part 10: De-energization and Lockout

Part 16: Mobile Equipment

# Chippers and shredders

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Chippers and shredders were designed to turn plant materials into chips or shreds, but can easily do the same to human hands or arms. They are a source of many types of injuries, from small cuts and burns to major amputations and death. They are also a source of overexertion injuries, hearing loss, and eye injuries.

## Common hazards

- Amputations or crush injuries from blades or teeth
- Catching fingers, clothing, or jewellery in pinch points or wrap points
- Burns from hot points
- Cuts, abrasions, and bruises from projectiles striking the eyes, face, or exposed skin
- Fire and spills when refuelling

## Incident examples

- A worker was killed when his clothing caught on the feeders of a chipper and he was pulled into the machine.
- A young worker's leg was pulled into the infeed rollers of a wood chipper and he suffered compound fractures of the leg.

## Safety tips

### Before you start

- Make sure you are familiar with the machine and its safe use before you start.
- Make sure the chipper or shredder is in good operating order: Make sure blades are sharp, the motor is running smoothly, and that safety guards are in place.
- Check the worksite: Barricade the work area, and keep bystanders away.

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## While working

- ❑ Use personal protective equipment (PPE), including steel-toe footwear, hearing protection, a hard hat, and a face shield.
- ❑ Wear full-length pants.
- ❑ Remove rings, bracelets, and other jewellery.
- ❑ Make sure there are no bystanders or other workers who could be hit by flying debris.
- ❑ Follow safe work procedures.
- ❑ Before removing clogged materials or making adjustments, shut down the machine, allow enough time for it to stop, and lock it out.
- ❑ Use longer pieces to push short pieces into chippers—never push short pieces by hand.



*Wear all the required PPE when working with a chipper or shredder.*

## Responsibilities

### Employers

- Maintain and repair chippers and shredders.
- Train workers on the safe use of chippers and shredders before they begin work.
- Demonstrate how the safety features work (for example, guards, shields, and automatic releases), and instruct workers not to remove any of these features.
- Demonstrate how to lock out the equipment before clearing any jams or performing repairs or maintenance.
- Remind workers about the PPE they are required to wear.
- Provide adequate supervision after training.

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## **Workers**

- Follow safe work procedures.
- Wear appropriate PPE.
- Inspect chippers or shredders, and report any defects or necessary repairs.

## **Resources**

*Safety in the Landscape Industry* (“Grinders and Chippers,” page 44)  
[www.farmsafety.ca/public/pages/manuals.html](http://www.farmsafety.ca/public/pages/manuals.html)

“Young worker injured when foot caught in wood chipper” (Hazard Alert 2008-21)  
[www2.worksafebc.com/i/posters/2008/ha2008-21\\_woodChipper.html](http://www2.worksafebc.com/i/posters/2008/ha2008-21_woodChipper.html)

“Ground worker pulled into mobile wood chipper” (Incident Investigation Report)  
[www2.worksafebc.com/PDFs/investigations/IIR2005134580241.pdf](http://www2.worksafebc.com/PDFs/investigations/IIR2005134580241.pdf)

## Occupational Health and Safety Regulation

Part 7: Noise, Vibration, Radiation and Temperature

Part 8: Personal Protective Clothing and Equipment

Part 10: De-energization and Lockout

Part 12: Tools, Machinery and Equipment (particularly sections 12.68–12.71, Mobile Chippers)

Part 16: Mobile Equipment

# Stump grinders

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Grinders are designed to cut up tree stumps, but can easily cause severe lacerations to feet, legs, hands, or arms. Grinders can send debris flying, injuring the operator or bystanders. They are also a source of overexertion injuries, hearing loss, and eye injuries.

## Common hazards

- Cuts from blades or teeth
- Catching fingers, clothing, or jewellery in pinch points or wrap points
- Burns from hot points
- Cuts, abrasions, and bruises to eyes, face, or exposed skin from flying debris
- Fire and spills when refuelling
- Sprains and strains from holding grinders in awkward positions for long periods of time

## Incident examples

- A worker suffered a severe laceration to her arm when she was struck by a large wood chip thrown up by the stump grinder operated by her co-worker nearby.
- A worker suffered severe electrical burns when the grinder he was operating struck an underground cable.

## Safety tips

### Before you start

- Make sure you are familiar with the grinder and its safe use before you start.
- Use personal protective equipment (PPE), including steel-toe footwear, protective gloves, a hard hat, a face shield, and hearing protection.
- Wear full-length, close-fitting clothing.
- Remove rings, bracelets, and other jewellery.
- Check that the grinder is in good operating order—Make sure the grinder teeth lock bolts are tight, the motor running is smoothly, and that safety guards are in place.



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- Make sure there is a clearly marked and working shut-off device that the operator can reach while working.
  - Check the worksite. Remove debris, such as rocks or pieces of concrete.
  - Make sure there are no underground services where you will be grinding.
  - Barricade the work area to keep bystanders away.

### **While working**

- Select a work surface that is as firm and level as possible. Stabilize the machine.
- When working by a road, position the cutting head to direct wood chips away from passing traffic.
- Be alert for co-workers or bystanders entering the work area. Stop working if someone wanders into the work area.
- Shut down and lock out equipment before removing clogged materials or making adjustments.
- Brace your legs and avoid twisting your body when manouevring the grinder.
- When leaving the machine unattended, always remove the key.

### **Refuelling**

- Refuel outdoors on the ground.
- Turn off the engine and allow it to cool before refuelling.
- Extinguish all ignition sources (for example, cigarettes).
- Use only an approved gasoline container in good condition.
- Keep the nozzle in contact with the fuel tank.
- If you spill fuel on your clothing, change immediately.
- Never overfill the tank.
- Replace the cap and tighten it securely.

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## **Responsibilities**

### **Employers**

- Maintain and repair stump grinders.
- Train workers on the safe use of stump grinders before they start work.
- Demonstrate how to hold, use, and store the grinder.
- Demonstrate how the safety features work (for example, guards, shields, and automatic releases), and instruct workers not to remove any of these features.
- Demonstrate how to lock out the equipment before clearing any jams or performing repairs or maintenance.
- Remind workers about the PPE they are required to wear.
- Provide adequate supervision after training.

### **Workers**

- Follow safe work procedures.
- Wear appropriate PPE.
- Inspect grinders, and report any defects or necessary repairs.

## **Resources**

*Safety in the Landscape Industry* (“Grinders and Chippers,” page 44)  
[www.farmsafety.ca/public/pages/manuals.html](http://www.farmsafety.ca/public/pages/manuals.html)

### Occupational Health and Safety Regulation

Part 7: Noise, Vibration, Radiation and Temperature

Part 8: Personal Protective Clothing and Equipment

Part 10: De-energization and Lockout

Part 12: Tools, Machinery and Equipment

# Skid-steer loaders

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Skid-steer loaders can cause serious injuries or death if the machine overturns and crushes the operator, a worker is struck by the bucket, or a worker standing on the bucket is injured by a fall or run over by the machine.

## Common hazards

- Crush injuries or death from rollovers
- Crush injuries from attachments
- Catching fingers, clothing, or jewellery in pinch points
- Fire and spills when refuelling

## Incident examples

- A worker was killed after he stopped his skid-steer loader at the edge of an excavation. When he started to lower the bucket, the loader tipped forward and fell into the excavation.
- A worker was pinned between the bucket and frame of a skid-steer loader when he attempted to operate the controls from outside the cab.

## Safety tips

### Before you start

- Make sure you are familiar with the loader and its safe use. Check the operator's manual.
- Make sure the loader is in good operating order and there are no warning lights.
- Check the worksite. Know the location of underground natural gas pipes and other utilities.
- Barricade the work area, and keep bystanders away.
- Use personal protective equipment (PPE), including steel-toe footwear, a hard hat, and hearing protection.
- Wear full-length, close-fitting clothing.
- Remove rings, bracelets, and other jewellery that might catch on controls.

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## Starting the machine

- Face the machine when you get onto it. Never start the machine from outside the cab.
- Adjust the seat to reduce back pain, put on the seat belt, and lower the seat bar if there is one.
- Make sure the rollover protective structure (ROPS) is in place.
- Before starting the machine, make sure the area is clear and the brake is on.
- If you are not familiar with the particular attachment you will be using, practise manoeuvring it before starting work.



*Always climb into the cab before starting a skid-steer loader.*

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### **While working**

- Steer smoothly, making small adjustments and slow turns.
- Carry loads as low as possible.
- Never stand, lean, or reach out of the cab when the engine is running.
- Avoid rough terrain.
- Drive up or down rather than across slopes.
- Prevent anyone from passing under a raised bucket or other attachment.
- Don't allow any passengers on the loader.

### **Finishing up**

- Park the machine with attachments flat on the ground. Stop the engine, remove the key, and set the parking brake.
- If repairs require the attachments to be off the ground, use approved braces on the arms to ensure that the attachment will not come down unexpectedly.
- When transporting the machine, follow the manufacturer's recommendations for loading, tie down, and unloading.

### **Refuelling**

- Turn off the engine and allow it to cool before refuelling.
- Extinguish all ignition sources (for example, cigarettes).
- Use only an approved fuel container in good condition.
- Keep the nozzle in contact with the fuel tank.
- If you spill fuel on your clothing, change immediately.
- Never overfill the tank.
- Replace the cap and tighten it securely.

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## Responsibilities

### Employers

- Maintain and repair skid-steer loaders.
- Ensure that workers are certified to operate a skid-steer loader.
- Demonstrate how the safety features work (for example, the ROPS and supporting braces for repair work), and instruct workers not to remove any of these features.
- Demonstrate how to lock out the equipment before performing repairs or maintenance.
- Remind workers about the PPE they are required to wear.
- Provide adequate supervision after training.

### Workers

- Follow safe work procedures.
- Wear appropriate PPE.
- Inspect the skid-steer loader, and report any defects or necessary repairs.

## Resources

*Safety in the Landscape Industry* ("Skid Steers/Loaders," pages 38–39)  
[www.farmsafety.ca/public/pages/manuals.html](http://www.farmsafety.ca/public/pages/manuals.html)

*Skid Steer Loader Safety for the Landscaping and Horticultural Services Industry* (Kansas State University Research and Extension)  
[www.nasdonline.org/document/1934/d001877/skid-steer-loader-safety.html](http://www.nasdonline.org/document/1934/d001877/skid-steer-loader-safety.html)

"Skid Steer Loaders: Raised lift arms can be deadly!" (Accident Alert AA04-01) [www2.worksafebc.com/i/posters/2004/aa\\_skidsteer.htm](http://www2.worksafebc.com/i/posters/2004/aa_skidsteer.htm)

"Construction: Skid steer loader tips over" (Hazard Alert 01-03)  
[www2.worksafebc.com/i/posters/2001/ha0103.html](http://www2.worksafebc.com/i/posters/2001/ha0103.html)

### Occupational Health and Safety Regulation

Part 7: Noise, Vibration, Radiation and Temperature

Part 8: Personal Protective Clothing and Equipment

Part 10: De-energization and Lockout

Part 16: Mobile Equipment



# Trenching and irrigation

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Trenching and installing irrigation systems are dangerous activities because of the risks of cave-ins, workers falling into the trench, and accidental severing of utility pipes. Trenches can be a source of suffocation deaths as well as sprains and fractures.

## Common hazards

- Cave-ins
- Falling into trenches
- Cutting existing utility lines
- Hazardous atmosphere (for example, natural gas or gases in soil)

## Incident examples

- A landscape worker was using an excavator to dig a trench for an irrigation line. The bucket inadvertently ruptured a natural gas line. The worker had not located the gas line by hand before starting, and misjudged the location.
- An unsloped, unshored excavation in clay-type soil partially collapsed, partially burying a worker in the trench.

## Safety tips

### Before you start

- Check the location of underground utility lines by calling BC One Call at 1.800.474.6886 or \*6886 on your cell phone.
- If the trench will be more than 1.2 m deep, plan for sloping or shoring the sides, unless no worker will be in the trench. Consult a professional engineer.
- Secure or remove any buildings, trees, utility poles, rocks, or other hazards.
- Ensure that workers will not be closer to the edge of the trench than the trench is deep.

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### **While working**

- Wear appropriate personal protective equipment (PPE), including steel-toe boots and work gloves.
- Wear close-fitting, full-length clothing.
- Never get into a trench that is deeper than your knees.
- Never sit or lay in a trench.
- Limit the amount you trench to what you can complete and backfill in one day so you don't leave a trench unattended.

### **Finishing up**

- Rope off or cover unattended trenches.

## **Responsibilities**

### **Employers**

- Maintain and repair trenching equipment.
- Provide barricades and signage to prevent falls into trenches.
- Train workers on the safe use of trenching equipment before they start work.
- Demonstrate how to use and store the trencher.
- Demonstrate how the safety features work (for example, guards, shields, and automatic releases), and instruct workers not to remove any of these features.
- Demonstrate how to lock out the equipment before clearing any jams or performing repairs or maintenance.
- Remind workers about the PPE they are required to wear.
- Provide adequate supervision after training.

### **Workers**

- Follow safe work procedures.
- Wear appropriate PPE.
- Inspect trenches, and report any defects or necessary repairs.

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## **Resources**

*Safety in the Landscape Industry* (“Shoveling and Digging,” pages 26–27)  
[www.farmsafety.ca/public/pages/manuals.html](http://www.farmsafety.ca/public/pages/manuals.html)

*Sloping and Timber Shoring*  
[www.worksafebc.com/publications/publication\\_index](http://www.worksafebc.com/publications/publication_index)

*Prevention of Damage to Buried Facilities in British Columbia*  
[www.worksafebc.com/publications/publication\\_index](http://www.worksafebc.com/publications/publication_index)

Occupational Health and Safety Regulation  
Sections 20.78–20.95, Excavations

BC One Call (website)  
[www.bconecall.bc.ca](http://www.bconecall.bc.ca)

# Chainsaws

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Chainsaws can cause catastrophic injuries or death. Using the equipment for prolonged periods can also cause overexertion injuries and hearing damage.

## Common hazards

- Amputation or death from kickback
- Crush injuries from trees falling or breaking under pressure
- Head injuries from falling branches
- Electrocutation from branches hitting power lines
- Burns from hot points or refuelling hazards
- Overexertion

## Incident examples

- A landscape worker climbed up a tree to cut off the top portion, which was only 1.5 m (5 ft.) from an energized line. The top of the tree fell and struck the line, creating an arc that energized the tree. The worker suffered continuous shocks until the power authority de-energized the line.
- A worker suffered severe lacerations when the chainsaw he was operating kicked back, striking his leg.

## Safety tips

### Before you start

- Make sure you are familiar with the chainsaw and its safe use before you start.
- Make sure you are not fatigued or under the influence of alcohol or drugs.
- Use personal protective equipment (PPE), including:
  - Chainsaw pants or chaps made of ballistic nylon to stop moving chains
  - Steel-toe boots
  - Hard hat (to protect against falling branches)
  - Safety eyewear with side shields or a face shield
  - Hearing protection
  - Work gloves with a grip surface

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- ❑ Check that the chainsaw is in good operating order. Make sure the chain is sharp, has the correct tension, and that it is lubricated. Make sure the chain does not turn when the motor is idling and that it stops immediately when the chain brake is applied.



*Before using a chainsaw, make sure the chain is sharp, lubricated, and that it has the correct tension.*

### **Planning**

- ❑ Make sure you have a buddy.
- ❑ Check the area for power lines, buildings, vehicles, and loose branches overhead.
- ❑ Look to see if anyone else is in or around the work area. Never assume people will stay where you last saw them.
- ❑ Only work in daylight.
- ❑ Make sure you have safe footing.
- ❑ Plan the fall direction, cuts, and escape routes.
- ❑ Plan for first aid and access to medical care.

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## **Preventing kickback**

Kickback occurs when the saw tip touches another object or the blade is pinched. The saw is thrown back towards the user. A saw cutting at full throttle can kick back in one-tenth of a second—faster than a person can react.

- Always know where the bar tip is.
- Make sure that the nose of the blade will not strike another object.
- Use the top or bottom of the blade (not the nose) to start a cut.
- Make sure that the nose of the blade does not touch the bottom or side of the kerf during reinsertion.
- Make sure the depth gauges and tooth angles of the saw chain are set according to the manufacturer's recommendations.

## **Limbing**

- Check each limb before making a cut to make sure that cutting the limb won't bind the saw or cause the trunk to roll toward you.
- Stand at an angle to the limb so that if the saw slips or completes the cut sooner than expected, the chain will not strike your leg.
- Hold the saw firmly with both hands.
- Watch for twigs that could snag the chain.
- Maintain a high saw speed when entering or leaving a cut in the wood.
- Never straddle the limb you are cutting.
- Keep the chain from hitting the ground.

## **Refuelling**

- Refuel outdoors on the ground.
- Allow the engine to cool before refuelling.
- Extinguish all ignition sources (for example, cigarettes).
- Use only an approved gasoline container in good condition.
- Keep the nozzle in contact with the fuel tank.
- If you spill fuel on your clothing, change immediately.
- Never overfill the tank.
- Replace the cap and tighten it securely.



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## **Responsibilities**

### **Employers**

- Maintain and repair chainsaws.
- Make sure workers are trained in the safe use of chainsaws before they start work.
- Demonstrate how to hold, use, and store the chainsaw.
- Demonstrate how the safety features work (for example, guards, shields, and automatic releases). Instruct workers not to remove any of these features.
- Demonstrate how to lock out the equipment before clearing any jams or performing repairs or maintenance.
- Remind workers of the PPE they are required to wear.
- Provide adequate supervision after training.

### **Workers**

- Follow safe work procedures.
- Wear appropriate PPE.
- Inspect chainsaws, and report any defects or necessary repairs.

## **Resources**

### *Chainsaw Safety*

[www.worksafefbc.com/publications/publication\\_index](http://www.worksafefbc.com/publications/publication_index)

### *Safety in the Landscape Industry* (“Chain Saws,” pages 35–36)

[www.farmsafety.ca/public/pages/manuals.html](http://www.farmsafety.ca/public/pages/manuals.html)

### “Test your chain brake at least once per shift” (Hazard Alert 99-07)

[www2.worksafefbc.com/i/posters/1999/ha9907.html](http://www2.worksafefbc.com/i/posters/1999/ha9907.html)

### “Look up and live!” (Hazard Alert 93-11)

[www2.worksafefbc.com/i/posters/1993/ha9311D.html](http://www2.worksafefbc.com/i/posters/1993/ha9311D.html)

### Occupational Health and Safety Regulation

Part 7: Noise, Vibration, Radiation and Temperature

Part 8: Personal Protective Clothing and Equipment

Part 10: De-energization and Lockout

Part 12: Tools, Machinery and Equipment

# String trimmers (weed whips) and edgers

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Because string trimmers are common, their hazards are often overlooked or minimized. The whip itself can cause significant cuts. String trimmers can also produce small, high-velocity projectiles that can cause cuts, bruises, and eye injuries to the operator, co-workers, or bystanders. The equipment can also cause overexertion injuries and hearing damage.

## Common hazards

- Cuts from string
- Projectiles
- Prolonged noise exposure
- Muscle strain from holding equipment in an awkward position for long periods of time
- Fire and spills when refuelling

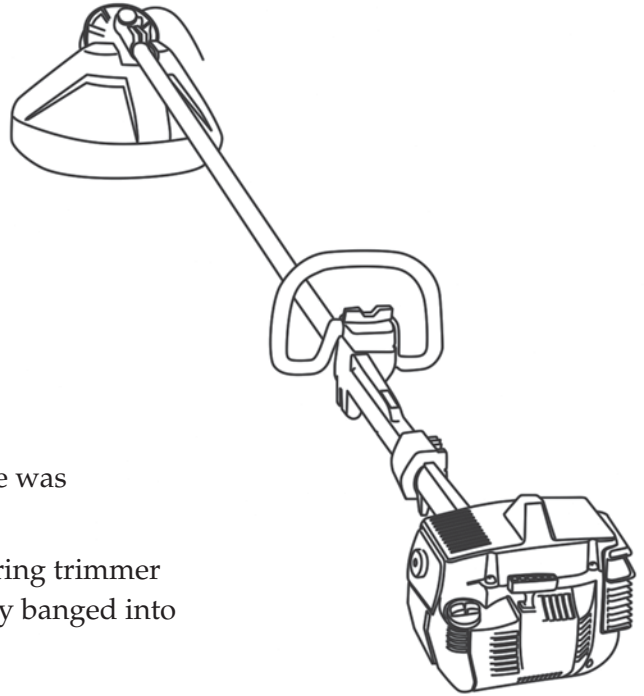
## Incident examples

- A worker suffered a severe laceration to his leg when he was struck by a piece of glass thrown by his string trimmer.
- A young worker got her hair sucked into the fan of a string trimmer while bending under a tree branch. The whip repeatedly banged into her head, causing serious injury.

## Safety tips

### Before you start

- Make sure you are familiar with the string trimmer and its safe use.
- Make sure you are alert—not fatigued or under the influence of alcohol or drugs.
- Use personal protective equipment (PPE), including:
  - Steel-toe, non-slip footwear
  - Hearing protection
  - Safety eyewear or a face shield
- Wear full-length, close-fitting clothing and a hat.
- Check the worksite. Remove debris, look for holes, and check slopes and ground quality.



*Make sure the cutting guard is in place, and adjust the handle to fit your body and the work you're doing.*

- 
- Look to see if anyone else is in or around the work area. Never assume people will stay where you last saw them. Use extreme care when approaching blind corners, trees, or other visual obstacles.

### **While working**

- Only work in daylight.
- Ensure good footing and balance while operating the string trimmer.
- Keep the cutter (string) guard in place.
- Adjust the harness and hand grips to suit your build and work positions.
- Use equipment at ground level only.
- Stop the motor before putting down the string trimmer, or if anyone enters the area.

### **Refuelling**

- Refuel outdoors on the ground.
- Allow the engine to cool before refuelling.
- Extinguish all ignition sources (for example, cigarettes).
- Use only an approved gasoline container in good condition.
- Keep the nozzle in contact with the fuel tank.
- If you spill fuel on your clothing, change immediately.
- Never overfill the tank.
- Replace cap and tighten securely.

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## **Responsibilities**

### **Employers**

- Maintain and repair string trimmers and edgers.
- Train workers on the safe use of string trimmers and edgers before they start work.
- Demonstrate how to hold, use, adjust, and store the tools.
- Demonstrate how the safety features work (for example, guards, shields, and automatic releases), and instruct workers not to remove any of these features.
- Remind workers about the PPE they are required to wear.
- Provide adequate supervision after training.

### **Workers**

- Follow safe work procedures.
- Wear appropriate PPE.
- Inspect string trimmers and edgers before use, and report any defects or necessary repairs.

## **Resources**

*Safety in the Landscape Industry* (“String Trimmers,” page 34)  
[www.farmsafety.ca/public/pages/manuals.html](http://www.farmsafety.ca/public/pages/manuals.html)

### Occupational Health and Safety Regulation

Part 7: Noise, Vibration, Radiation and Temperature

Part 8: Personal Protective Clothing and Equipment

Part 10: De-energization and Lockout

# Leaf blowers

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Leaf blowers can cause projectiles or “thrown objects,” resulting in eye injuries, cuts, and bruises. Leaf blowers can also cause overexertion injuries and hearing damage.

## Common hazards

- Overuse injuries from carrying an awkward weight
- Cuts and contusions from projectiles
- Burns during refuelling and from touching hot points
- Prolonged noise exposure

## Incident examples

- A worker was hit in the eye and suffered a scratched cornea when she was struck by debris thrown by her leaf blower. She was not wearing eye protection.
- A worker suffered permanent hearing loss after using a leaf blower for several hours daily for three months without wearing hearing protection.

### High noise levels

Leaf blowers have been banned in some jurisdictions, such as Vancouver, because of their high noise levels. Most backpack models produce noise levels greater than 90 dBA. Section 7.2 of the Regulation requires that hearing protection be worn for anything over 85 dBA, and 90 dBA is five times louder than 85 dBA. Rakes and brooms may be faster and more effective.

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## **Safety tips**

### **Before you start**

- Make sure you are familiar with the leaf blower and its safe use before you start.
- Make sure you are not fatigued or under the influence of alcohol or drugs.
- Use personal protective equipment (PPE), including hearing protection and safety eyewear or a face shield. Use a respirator if the work area is dusty or dirty, or if it could have mould spores, mouse droppings, or bird droppings.
- Wear full-length, close-fitting clothing.

### **While working**

- Look to see if anyone else is in or around the work area. Never assume people will stay where you last saw them. Use extreme care when approaching blind corners, trees, or other visual obstacles.
- Only work in daylight.
- Ensure good footing and balance while operating the leaf blower. Never work from ladders, trees, or rooftops.
- Adjust the harness and hand grips to suit your build and work positions.
- Use the leaf blower at ground level only. Direct the discharge away from people, animals, and solid objects that could cause material to ricochet.
- Stop the motor before putting the leaf blower down, or if anyone enters the area.

### **Refuelling**

- Refuel outdoors on the ground.
- Allow the engine to cool before refuelling.
- Extinguish all ignition sources (for example, cigarettes).
- Use only an approved gasoline container in good condition.
- Keep the nozzle in contact with the fuel tank.
- If you spill fuel on your clothing, change immediately.
- Never overfill the tank.
- Replace the cap and tighten it securely.

---

## **Responsibilities**

### **Employers**

- Maintain and repair leaf blowers.
- Train workers on the safe use of blowers before they start work.
- Demonstrate how to adjust, hold, and use the blower.
- Demonstrate how the safety features work (for example, guards, shields, and automatic releases), and instruct workers not to remove any of these features.
- Remind workers about the PPE they are required to wear.
- Provide adequate supervision after training.

### **Workers**

- Follow safe work procedures.
- Wear appropriate PPE.
- Inspect blowers, and report any defects or necessary repairs.

## **Resources**

*Safety in the Landscape Industry* (“Leaf Blowers,” page 35)  
[www.farmsafety.ca/public/pages/manuals.html](http://www.farmsafety.ca/public/pages/manuals.html)

### Occupational Health and Safety Regulation

Part 7: Noise, Vibration, Radiation and Temperature  
Part 8: Personal Protective Clothing and Equipment  
Part 12: Tools, Machinery and Equipment



# Forks, spades, and hoes

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Forks, spades, and hoes are the primary tools of the landscape worker. Because they are so common, it is easy to forget the hazards they present, both when in use and when left lying around the work area.

## Common hazards

- Tripping over tools left lying on the ground
- Blisters and subsequent infections on the hands
- Overexertion injuries to wrists, back, or shoulders from repetitive use

## Incident examples

- A worker stepped on the tines of a rake that had been left lying on the ground by a co-worker. The handle of the rake hit her in the eye and caused a hemorrhage inside the eye. She was temporarily blind in that eye for almost a month until the bleeding resolved.
- A new young worker suffered severe blisters on his hands the first day of work. When he did not seek treatment, the blisters became infected, causing him to lose a week of work.

## Safety tips

- Choose tools that fit your body, your hands, and your work style.
- Use good quality tools.
- Wear gloves appropriate for the task.
- Change tasks frequently or take mini-breaks.
- Use a loose grip on the tools.
- Keep your wrists straight.
- Recognize the early signs of overuse injuries, including numbness, tingling, swelling, redness, and pain in the wrists, shoulders, or back. If you experience any of these symptoms, stop work or change the type of work you're doing for the day.

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## **Responsibilities**

### **Employers**

- Provide ergonomically designed tools.
- Maintain and repair tools.
- Train workers on the safe use of forks, spades, and hoes before they start work.
- Demonstrate how to hold, use, and store these tools.
- Remind workers about the PPE they are required to wear.
- Provide adequate supervision after training.

### **Workers**

- Follow safe work procedures.
- Wear appropriate PPE.
- Inspect gardening tools, and report any defects or necessary repairs.

## **Resources**

*Preventing Tree Planting Injuries*

[www.worksafebc.com/publications/publication\\_index](http://www.worksafebc.com/publications/publication_index)

# Manual and powered hand tools

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Manual tools such as knives, loppers, or pruning shears and electric tools such as hedge trimmers are often sources of cuts and overuse injuries.

## Common hazards

- Cuts from blades
- Catching fingers, clothing, or jewellery in pinch points
- Overexertion injuries from repetitive use

## Incident examples

- A young worker severed his finger at the first joint when he attempted to prune a hedge with electric shears while holding a branch of the hedge.
- A landscape worker suffered an overuse injury to her wrist after several days of hand pruning. She required medical treatment and several days off work.

## Safety tips

- Choose tools that fit your hands and work style, and that work comfortably for you.
- Use personal protective equipment (PPE) as necessary, including eye protection, hearing protection, and gloves appropriate for the task.



*When using powered hand tools, such as electric shears, wear the necessary PPE.*

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### **Knives**

- Use the right knife for the job and make sure it is sharp.
- Whenever possible, use a knife with a locking blade, not a penknife that can close on your finger.
- Always cut away from yourself.
- Store knives separately from other tools.
- Cut on a flat surface or cutting board.
- Never use a knife for anything other than cutting.
- Hold the knife in your stronger hand.
- To clean a knife, direct the edge away from you and wipe with the cloth on the dull edge of the blade.
- Protect your hands by wearing well-fitting gloves with a good grip.

### **Pruners**

- Lock pruners when not in use.
- Wear well-fitting gloves with a good grip.
- Watch for potential pinch points.
- Don't twist pruners while cutting.
- Use the right tool for the job. Don't try to use pruners to cut branches that are too large.
- If you are doing a repetitive task, stop to rest your hands occasionally or vary the job with something else.
- Keep pruners clean.
- Carry pruners in a holster, not in your pocket.

### **Powered hand tools**

- Use both hands to hold and guide the tool.
- Use a ground fault circuit interrupter (GFCI).
- Use the right rating of cord for the distance (longer distances require a higher rating).
- Keep the cord behind you to avoid snipping it or tripping on it. Consider putting the cord through your belt.

---

## **Responsibilities**

### **Employers**

- Maintain and repair hand tools.
- Train workers in the safe use of hand tools before they start work.
- Demonstrate how to hold, use, and store hand tools.
- Demonstrate how the safety features work (for example, guards, shields, and automatic releases), and instruct workers not to remove any of these features.
- Demonstrate how to lock out electric equipment before clearing any jams, or performing repairs or maintenance.
- Remind workers about the PPE they are required to wear.
- Provide adequate supervision after training.

### **Workers**

- Follow safe work procedures.
- Wear appropriate PPE.
- Inspect hand tools, and report any defects or necessary repairs.

## **Resources**

*Safety in the Landscape Industry* (“Hand Tools: Powered/Non-Powered,” page 44) [www.farmsafety.ca/public/pages/manuals.html](http://www.farmsafety.ca/public/pages/manuals.html)

### Occupational Health and Safety Regulation

Part 7: Noise, Vibration, Radiation and Temperature

Part 8: Personal Protective Clothing and Equipment

Part 10: De-energization and Lockout

Part 12: Tools, Machinery and Equipment

# Fall protection

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As awareness of environmental concerns increases, landscape workers are being called on more often to work on rooftop gardens. These gardens may not have appropriate guardrails and some may be on steep roofs. Falls from heights can result in severe injuries, such as head and spine injuries, and even death.

## Common hazards

- Cuts and fractures from falls or slips
- Head injuries, multiple trauma, or death from falling over unguarded or inadequately protected roof edges

## Incident examples

- A landscape worker suffered multiple fractures after slipping on frost on a sloped roof garden.
- A worker was watering plants on a roof garden and backed against the short decorative edge wall. He lost his balance and died when he fell three stories (12 m) to the ground.

## Safety tips

- If you could fall more than 3 m (10 ft.), your employer must provide appropriate fall protection before you start work:
  - Guardrails must be installed whenever practicable.
  - If guardrails aren't practicable, fall restraint systems must be used to prevent workers from getting too close to the edge of the building or structure.
  - If fall restraint systems aren't practicable, fall arrest systems must be used to stop workers in mid-fall. Examples include safety nets and full body harnesses attached by lifelines to secure anchors.
- Never wear a safety belt in a fall arrest situation. If you fall while wearing a safety belt, you could suffer severe back and abdominal injuries. Safety belts are only meant to be used in fall restraint systems, to prevent falls from occurring in the first place.

- 
- Wear your personal fall protection according to the manufacturers' instructions.
  - Inspect your personal fall protection before each use. If it is damaged or worn, have it repaired or replaced.

## **Responsibilities**

### **Employers**

- Maintain and repair fall protection equipment.
- Have a written fall protection plan if workers could fall more than 7.5 m (25 ft.) in a location that is not protected by permanent guardrails.
- Train workers on the safe use of fall protection.
- Demonstrate how to put on personal fall protection.
- Demonstrate how to install fall restraint systems.
- Remind workers about the PPE they are required to wear.
- Provide adequate supervision after training.

### **Workers**

- Follow safe work procedures.
- Wear appropriate PPE.
- Inspect fall protection and restraint systems, and report any defects or necessary repairs.

## **Resources**

*An Introduction to Personal Fall Protection Equipment*  
[www.worksafebc.com/publications/publication\\_index](http://www.worksafebc.com/publications/publication_index)

*Fall Protection* (video)  
[www2.worksafebc.com/Publications/Multimedia/Videos.asp?ReportID=34541](http://www2.worksafebc.com/Publications/Multimedia/Videos.asp?ReportID=34541)

Occupational Health and Safety Regulation  
Part 11: Fall Protection



# WHMIS (Workplace Hazardous Materials Information System)

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Many chemicals used by landscaping and lawn maintenance workers are hazardous materials (for example, fertilizers, solvents, or cleaners) that may cause conditions ranging from minor skin irritation to serious injury or death.

All B.C. workplaces that use materials identified as hazardous by the Workplace Hazardous Materials Information System (WHMIS) are required to follow WHMIS requirements. WHMIS refers to hazardous materials used in the workplace as *controlled products*. The system uses consistent labelling to help workers recognize controlled products. It also provides specific information on how to handle, store, and dispose of such products.

If you have been trained properly, you should be able to answer these four questions:

1. What are the hazards of the products you are using?
2. How do you protect yourself?
3. What should you do in case of an emergency or spill?
4. Where can you get more information on the products?

## Common hazards

- Inhalation of toxic fumes
- Inhalation of particulate matter (for example, dust or mists)
- Burns from cleaning chemicals or fertilizers

## Incident examples

- A worker sprayed an aerosol lubricant on a hot lawn mower. The fumes ignited, and the worker suffered second degree burns to his hands and arms.
- While spreading dolomite lime, a worker inhaled the dust, resulting in irritation to her lungs.

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## **Safety tips**

- Read the labels and material safety data sheets (MSDSs) that accompany hazardous materials.
- Use hazardous materials only as directed. Follow safe work procedures.
- Use the appropriate PPE (for example, gloves, goggles, and apron).
- Make sure first aid is available.
- Keep your hands away from your face and eyes.
- Keep hazardous materials away from food and drink.
- Store hazardous materials in a properly ventilated, locked area.

## **Responsibilities**

### **Employers**

- Maintain records and MSDSs for the hazardous materials you use.
- Inform workers about the locations of WHMIS information, emergency spill equipment, and emergency numbers.
- Train workers on the safe use of hazardous materials, and ensure they can answer the four WHMIS questions about each hazardous material used.
- Provide safe storage facilities and workplace labels for hazardous materials.
- Remind workers about the PPE they are required to wear.
- Provide adequate supervision after training.

### **Workers**

- Follow safe work procedures for handling and storing hazardous materials.
- Wear appropriate PPE.

## **Resources**

*WHMIS at Work*

[www.worksafebc.com/publications/publication\\_index](http://www.worksafebc.com/publications/publication_index)

Occupational Health and Safety Regulation

Sections 5.3–5.19, Workplace Hazardous Materials Information System (WHMIS)

# Pesticides

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Exposure to pesticides can cause health problems ranging from skin irritation to long-term health problems or even death. Although handling of pesticides is not covered under WHMIS because it is covered by other legislation, employers are still responsible for making available material safety data sheets (MSDSs)—or an equivalent—for each pesticide used in the workplace.

Workers who handle or use moderately or very toxic pesticides must:

- Be trained
- Be at least 16 years old
- Hold a valid applicator certificate as required by the *Integrated Pest Management Act* and Regulations

The information in this section is not a replacement for training and certification. It is only intended to provide some quick reminders for trained workers about how to work safely with pesticides.

## **Common hazards**

- Absorption of the pesticide through the skin, eyes, lungs, or stomach
- Irritation of the skin or eyes
- Injury to eyes, lungs, skin, or body organs

## **Incident examples**

- A worker suffered mild pesticide poisoning while using a backpack herbicide applicator. A faulty hose coupling allowed some of the herbicide to drip down his back and bare legs. He was not wearing protective clothing.
- A worker suffered severe headaches and blurred vision after applying an organophosphate pesticide without using appropriate PPE.

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## **Safety tips**

### **Before you start**

- Make sure you have been trained in the safe handling and use of the specific pesticide.
- Read the label and the MSDS that accompany the pesticide. Check that the MSDS is up to date. (It must be updated every three years.)
- Ensure that all containers have proper labelling to identify their contents.
- Store pesticides in a properly ventilated, locked area. Post warning signs.
- Check the weather to make sure that winds and rain won't affect your application.

### **While working**

- Use PPE such as respirators and protective clothing, as recommended by the manufacturers.
- Ensure that there are no other workers or bystanders who could be exposed to the pesticide.
- Follow safe work procedures.

### **Finishing up**

- If you used gloves, wash them under water before removing them, and then wash your hands after removal. If you used other protective clothing, remove and wash it immediately, and then shower to wash any residual pesticide off your body.
- Return pesticides to their correct storage facility. Ensure that the labels are visible and legible.

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## **Responsibilities**

### **Employers**

- Maintain and repair pesticide application equipment.
- Ensure that workers are trained and certified in the safe use of pesticides before they start work.
- Remind workers about the PPE they are required to wear.
- Provide adequate supervision after training.

### **Workers**

- Hold a valid applicator certificate.
- Follow safe work procedures.
- Wear appropriate PPE.
- Inspect pesticide application equipment, and report any defects or necessary repairs.

## **Resources**

“Protect yourself when using pesticides!” (Hazard Alert 06-90)  
[www2.worksafebc.com/i/posters/1990/hazard9006.html](http://www2.worksafebc.com/i/posters/1990/hazard9006.html)

Pesticide Laws and Regulations in B.C. (web page)  
[www.agf.gov.bc.ca/pesticides/i\\_4.htm](http://www.agf.gov.bc.ca/pesticides/i_4.htm)

Pesticide Certification Information (web page)  
[www.env.gov.bc.ca/epd/ipmp/pest\\_certification/certif\\_main.htm](http://www.env.gov.bc.ca/epd/ipmp/pest_certification/certif_main.htm)

*Working Safely with OPs (Organo-phosphate Insecticides)*  
[www.worksafebc.com/publications/publication\\_index](http://www.worksafebc.com/publications/publication_index)

Occupational Health and Safety Regulation  
Sections 6.70–6.94, Pesticides

# Hazardous plants

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Some plants that landscape workers encounter are poisonous, can cause allergic reactions or asthma in some people, or can be hazardous in other ways. These plants can cause life-threatening reactions.

## Common hazards

- Burns from the sap of plants such as giant hogweed, spurge laurel, or euphorbia
- Rash from cedar cuts or poison ivy
- Asthma or allergic reaction to western red cedar

## Incident examples

- While cutting down giant hogweed, a worker got some of the sap on his hands. Two days later, his hands were blistered and red. After the blisters cleared, he had dark blotches on his hands for seven months.
- A worker stepped on a prickly shrub. As she moved her foot, the shrub sprang back and hit her in the side of the face. Two prickles became embedded in her left eye, and a 40-minute surgery was required to remove them.

## Safety tips

- Ensure that you can recognize hazardous plants.
- Be aware of the plants you're working around.
- Inform co-workers and supervisors if you encounter hazardous plants unexpectedly.
- Wear protective clothing and PPE.
- If you have sensitivities to some plants, keep asthma and allergy medications available. Notify the first aid attendant (if there is one) or a co-worker about your sensitivities.

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## **Responsibilities**

### **Employers**

- Train workers to recognize hazardous plants and about the preventive measures they should take.
- Remind workers about the PPE they are required to wear.
- Provide adequate supervision after training.

### **Workers**

- Follow safe work procedures for working around hazardous plants.
- Wear appropriate PPE.

## **Resources**

“Severe skin damage from Giant Hogweed” (Toxic Plant Warning bulletin)

[www.worksafebc.com/publications/health\\_and\\_safety/bulletins/toxic\\_plants/](http://www.worksafebc.com/publications/health_and_safety/bulletins/toxic_plants/)

“Severe skin irritation from Spurge Laurel” (Toxic Plant Warning bulletin)

[www.worksafebc.com/publications/health\\_and\\_safety/bulletins/toxic\\_plants/](http://www.worksafebc.com/publications/health_and_safety/bulletins/toxic_plants/)

“Severe eye injury from Devil’s Club” (Toxic Plant Warning bulletin)

[www.worksafebc.com/publications/health\\_and\\_safety/bulletins/toxic\\_plants/](http://www.worksafebc.com/publications/health_and_safety/bulletins/toxic_plants/)

*Western Red Cedar Asthma*

[www.worksafebc.com/publications/publication\\_index](http://www.worksafebc.com/publications/publication_index)





**Employer guide to  
occupational health  
and safety programs**

# Occupational health and safety programs

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## Regulation

Sections 3.1–3.4,  
Occupational Health  
and Safety Programs

Health and safety is a legal requirement. All small businesses, including landscaping and lawn maintenance companies, must have an occupational health and safety program to prevent workplace injury and disease. Health and safety programs must meet certain standards, and you must exercise due diligence in taking steps to meet those standards.

## Publication

*Effective Health and  
Safety Programs:  
The Key to a Safe  
Workplace and Due  
Diligence*

There are two general types of programs, formal and less formal (or informal). Formal programs are required for companies with 20 or more workers. This booklet focuses on the basics of a less formal program for smaller companies with fewer than 20 workers.

The scope of the program depends on the hazards at your particular workplace. Generally, a smaller company can state its health and safety policy and describe its program in a few pages. Use the “Sample Health and Safety Program” on pages 95–97 as a starting point for your program. Don’t just copy the sample though; your health and safety program should be specific to your company.

## Forms and checklists

“Sample Health and  
Safety Program,”  
pages 95–97

## **Eight components of a health and safety program**

A health and safety program consists of eight basic components that will help prevent accidents and injuries from happening, as well as help deal effectively with any incidents that do occur. The eight components are:

1. Hazard identification and risk control—Determine which hazards are present in the workplace and take steps to eliminate or minimize them.
2. Safe work procedures—Describe in writing how to carry out specific high-risk tasks safely.
3. Orientation, education, training, and supervision—Prepare workers for the job and make sure they continue to work safely. This is particularly important for new and young workers.
4. Safety inspections—Identify workplace hazards so that they can be eliminated or controlled.
5. Incident investigation—Find out why an accident or injury occurred so the causes can be corrected.
6. Health and safety meetings—Provide an opportunity for workers and supervisors to communicate any concerns about health and safety.

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7. First aid—Determine what level of first aid is required for your workplace, and make sure everyone knows what to do when someone gets injured on the job.
  8. Records and statistics—Maintain documentation to help identify recurring problems and ensure that hazardous conditions are corrected.

**Regulation**

Sections 3.14–3.21,  
Occupational First Aid

**Annual program review**

Once you have developed processes for worker health and safety, it is important to review them at least once a year to make sure they continue to address current concerns effectively. Use the “Annual Review of Health and Safety Program” on pages 98–99 as a guide.

**Forms and  
checklists**

“Annual Review of  
Health and Safety  
Program,” pages  
98–99

# 1. Hazard identification and risk control

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## Tip

Front-line workers often know and understand the hazards associated with their jobs, which makes them a good source for ideas on how to deal with specific hazards.

Some of the most common tasks that present potential hazards to workers in landscaping and lawn maintenance companies include:

- Operating heavy equipment such as forklifts and mowers
- Operating power tools such as pruners and clippers
- Pushing and lifting heavy equipment such as loaded wheelbarrows or large containers of debris
- Using sharp tools such as pruning shears and picking knives
- Working with pesticides

You can prevent most workplace injuries and illnesses if you identify workplace hazards and take steps to control them. Risk control involves eliminating the hazard entirely or, if that is not possible, minimizing the risks as much as possible. Ways to minimize the risks include the following:

- Select appropriate safety features when purchasing or replacing equipment.
- Modify work processes or equipment.
- Develop and implement safe work procedures for hazardous tasks.
- Ensure that workers use appropriate PPE and follow safe work procedures.

Part 1 of this manual consists of crew talks on the causes of the most common injuries in landscaping and lawn maintenance companies and how to prevent them.

## 2. Safe work procedures

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Some tasks require a specific safe work procedure that workers must follow to eliminate or minimize risks.

### When are written safe work procedures required?

The Regulation requires written procedures for some specific tasks or situations. Examples common to many landscaping and lawn maintenance companies include:

- Operating forklifts
- Fuelling vehicles and equipment
- Servicing powered equipment
- Chemical spills (for example, a pesticide)
- Working alone
- Handling cash
- Emergency evacuation

Not all tasks require a written procedure. To decide whether or not a written procedure is required, consider the following:

- How severe would the consequences of an accident be?
- How often is the task done?
- How complex is the task?

### What kinds of tasks require safe work procedures?

In general, safe work procedures are written for:

- Hazardous tasks
- Complicated tasks, so that important steps don't get missed
- Frequently performed tasks
- Less routine tasks if reminders are needed about the hazards and the safe way to do things

For certain tasks, a written procedure may not be necessary — safety issues can be addressed verbally when training the worker.

Written procedures must specify any required PPE, when it must be used, and where it can be found. Post the procedures prominently at the locations where the tasks are performed or next to the equipment

#### Regulation

Section 4.14,  
Emergency  
procedures

Section 4.21,  
Procedures for  
checking well-being of  
worker

Section 10.4, Lockout  
procedures

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used for the tasks. Supervisors and managers will find them helpful in training workers how to do their jobs safely. Workers are then responsible for following these procedures.

### **How to develop a written safe work procedure**

Developing a written safe work procedure involves the following five steps:

1. Determine the overall task for which the safe work procedure is needed.
2. Break down this overall task into its basic steps.
3. Identify the hazards associated with each step.
4. Identify the actions needed to minimize the risks to workers from these hazards.
5. Prepare a list of these actions that workers must do when performing the task.

As an example, let's take a look at developing a safe work procedure for one very common hazardous activity in landscaping and lawn maintenance: manual pruning.

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### **Sample: Safe work procedure for manual pruning**

Workers are not only at risk of cuts from blades but also from the long and repetitive use of secateurs, which can be damaging to the hand, arm, and shoulder. Damage can occur if the:

- Tool is badly designed
- Blades of the pruning tool are blunt
- Task is poorly planned
- Worker has not been instructed on how to use the tool safely and how to avoid developing overuse injuries

#### **Before you start**

1. Make sure your secateurs fit your hand well.
2. Make sure your secateurs are sharp and in good condition.
3. Wear cut-resistant gloves.

#### **While you're working**

1. Select a branch to prune, and hold the branch firmly.
2. Check that the hand holding the branch is away from the cutting point.
3. Cut the branch and move the pruned branch out of your way to avoid a tripping hazard.
4. When not using secateurs, store them in a sheath or holster.
5. Clean and sharpen secateurs as necessary.

#### **After you finish**

1. Clean, sharpen, and oil secateurs to prevent rusting.
2. Store secateurs in a sheath or holster.



### 3. Orientation, education, training, and supervision

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#### Regulation

Sections 3.23–3.24,  
Young and New  
Workers

Your occupational health and safety program should describe the type of education and training you will provide to workers and when you will provide it. Workers should receive instruction in the safe work procedures that they must follow when performing hazardous tasks and should be trained in the use of emergency equipment and procedures.

#### Orientation and other education

#### Forms and checklists

“Sample Worker  
Orientation Checklist,”  
pages 100–102

Orientation is an important form of education because it provides an opportunity for the employer to establish health and safety guidelines *before* a worker starts at a new job or location, which will help prevent work-related accidents. Health and safety education should also be an ongoing process; provide instruction to workers whenever there are changes in the workplace such as a new work process or piece of equipment.

#### What to include in an orientation

#### Publications

*Effective Health and  
Safety Programs:  
The Key to a Safe  
Workplace and Due  
Diligence*

*3 Steps to Effective  
Worker Education and  
Training*

An orientation should include the following:

- Explain that the worker should not perform any task that the worker is not trained to do safely.
- Encourage the worker to ask questions whenever the worker is unsure of anything.
- Introduce the worker to the worker health and safety representative (or a member of the joint occupational health and safety committee).

In addition, inform the worker of the following:

- Potential workplace hazards such as hazardous materials
- Worker responsibilities and restrictions
- How to report potential hazards and unsafe work conditions
- How to get first aid
- How to report injuries and other incidents
- Locations of emergency exits, fire extinguishers, and first aid kits, as well as procedures for rescue and evacuation

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## Training

All workers need supervised, hands-on training in how to safely perform their tasks *before* they start a job. The following three steps describe a general procedure that supervisors can follow when training new workers.

### 1. Prepare the new worker.

- Explain the job in detail, including any safety precautions or required PPE.
- Encourage the worker to ask questions, and take the time to answer them fully.

### 2. Train the new worker.

- Demonstrate and describe specific procedures, including all safety precautions.
- Go through procedures at normal speed, then at slow speed while the worker asks questions.
- Have the worker perform the procedure until he or she can do it exactly as required.
- Answer any questions or repeat any key points the worker may have missed.
- Keep written records of training, documenting who, what, and when.

### 3. Check progress and observe the new worker on the job.

- Monitor the worker to ensure that safety standards are maintained.
- Make unscheduled visits.
- Correct unsafe work habits.
- Reinforce and recognize good work habits.

### Tips

Use existing safe work procedures for training.

If a written safe work procedure is available, provide a copy or tell the worker where to find a copy.

Tell the worker where to get help in your absence.



*Train workers in all aspects of the job. Demonstrate safe work procedures and how to use any required personal protective equipment.*

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## **Supervision**

Supervisors are responsible for ensuring the health and safety of any workers under their supervision. Workers in landscaping and lawn maintenance companies may find themselves in supervisory situations even if they don't have the title of supervisor. Often they may not realize all the implications of this role, especially with regard to health and safety.

Supervision includes the following:

- Explain the hazards of the job.
- Instruct new workers in safe work procedures.
- Ensure that workers have been trained for the tasks assigned to them, including safety precautions and safe work procedures.
- Ensure that safety equipment and PPE is maintained in good working order.
- Ensure that all materials are stored and handled safely.
- Enforce health and safety requirements.
- Correct unsafe acts or conditions that you observe or that workers bring to your attention.
- Monitor worker performance and well-being.
- Set a good example by following safe work procedures and using PPE.

## 4. Safety inspections

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### Inspect your workplace regularly

Besides correcting any hazards that you observe from day to day, set aside time for regular workplace inspections, and control any hazards you find during your inspection. Because safety inspections are preventive in nature, they are an important part of your overall health and safety program.

### When to inspect

You need to inspect your workplace often enough to prevent unsafe working conditions from developing. In landscaping and lawn maintenance companies this should be at least once a month. You also need to inspect your workplace when you've added a new process or when there has been an accident. Inspection is an ongoing task because the workplace is always changing.

### Who should inspect

Inspections should be conducted by a supervisor and a worker. If possible, the worker health and safety representative (or members of the joint health and safety committee) should be involved.

### How to inspect

During an inspection, identify unsafe conditions and acts that may cause injury so you can take corrective measures.

Follow these guidelines:

- Use a checklist to ensure that your inspection is thorough and consistent with previous inspections.
- Ask yourself what hazards are associated with the job that you are observing or that would be performed in that work area.

#### Forms and checklists

“Sample Inspection Checklist,” pages 105–106

“Sample Inspection Report,” page 107

#### Site assessments

Most landscapers work on a variety of residential and commercial sites, so it is important to conduct a site assessment for each site before starting work. A site assessment should identify hazards, which may include:

- Members of the public (for example, neighbours) entering the work area
- Vehicle traffic
- Pets and other animals that may need to be removed or controlled
- Uneven terrain or steep drop-offs
- Overhead hazards, such as activity on balconies
- High crime locations
- Other work being done in the area

- 
- Observe how workers perform tasks. Are they following safe work procedures and using PPE?
  - Talk to workers about what they're doing. Ask about safety concerns.
  - Ask workers how they perform their tasks.
  - Record any unsafe actions or conditions that you observe.

While your first inspections may seem slow and difficult, over time they will become much easier and ultimately will help make your health and safety program more effective.

### **What to inspect**

There are different ways of approaching safety inspections, depending on the objectives of your health and safety program. For example, you can focus on the most common tasks your workers perform or on a specific issue addressed by your program, such as ergonomics.

Here are some activities and situations that warrant inspection:

- Rarely performed, non-routine, and unusual work, which presents an increased risk because workers may not be familiar with procedures
- Non-production activities such as housekeeping, maintenance, and equipment set-up
- Sources of natural gas, electricity, and flammable liquids
- Situations that may involve slipping, tripping, or falling hazards, or overhead hazards, such as falling objects
- Lifting situations posing a risk of back and muscle injuries
- Repetitive motion situations, such as manual pruning
- Work involving contact with toxic substances such as pesticides

Check whether safe work procedures are being followed. For example, consider the following questions:

- Are workers turning off power tools before walking with them to another location?
- Are gloves being used for handling garbage and debris?
- Is safe lifting technique being used?
- Do workers know the procedures for working alone and handling cash?

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## **After the inspection**

Follow these guidelines:

- Remedy serious hazards or unsafe work practices immediately. For example, if you find a ladder with a loose or damaged rung, immediately remove it from service, and repair it or replace it.
- Prioritize less serious hazards and assign someone to remedy each one.
- Follow up on any action that will need time to complete (for example, purchase of new equipment).
- Communicate your findings and plans to workers.

## 5. Incident investigation

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Incident investigations help determine the causes of an incident so you can take steps to ensure that a similar incident will not occur in the future. Employers are required to investigate and document the following:

- Serious incidents
- Incidents that result in injuries that require medical treatment
- Incidents that have the potential for serious injury (for example, near misses)

Employers are not required to investigate motor vehicle accidents that occur on public streets or highways; the RCMP or local police generally investigate such accidents.

### **What is an incident?**

An *incident* is an accident or other occurrence that resulted in or had the potential for causing a death, injury, occupational disease, or damage to equipment or property.

Incidents include:

- Accidents in which a worker is injured or killed
- Accidents in which no one is hurt but equipment or property is damaged
- Near misses

The terms “incident” and “accident” are often used interchangeably, but the preferred term is “incident” because it includes near misses as well as accidents.

### **What is a near miss?**

A *near miss* is an incident in which there is no injury or damage but that could have resulted in an injury or death, or damage to equipment or property. Near misses may indicate hazardous conditions or acts that need to be corrected.

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## Investigation participants

Everyone in a landscaping or lawn maintenance company has a role to play in a workplace investigation. Workers must report accidents and incidents to their supervisors. Owners, employers, or supervisors must initiate incident investigations promptly. If possible, investigations should include at least one employer representative and one worker representative.

## Goals

As much as possible, an investigation must:

- Determine the causes of the incident
- Identify and unsafe conditions, acts or procedures that contributed to the incident
- Find ways to prevent similar incidents

## Examples of incidents requiring investigation

The following examples may be similar to incidents in your workplace that require investigation:

- A worker severs a finger while using a pruning tool
- A worker falls off a ladder, breaking a leg
- A worker sustains burns while refuelling an engine
- A clerk is held up at knife point while closing up
- A high shelving unit of plants overturns

What recommendations would you make to prevent these types of accidents in the future?

## How to conduct an investigation

Interview witnesses and the people involved in the incident even if they weren't present when it actually occurred. For example, it may be necessary to interview a supervisor who gave instructions at the start of the shift or a trainer who previously instructed the workers involved.

### Regulation

Sections 172–177  
of the *Workers  
Compensation Act*

### Publication

*Investigation of  
Accidents and  
Diseases: Reference  
Guide and Workbook*

### Forms and checklists

“Form 52E40—  
Incident Investigation  
Report,” pages  
108–110



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### **Questions to ask**

The investigation should answer the following questions:

- Who was involved or injured?
- Where did the incident happen?
- When did it occur?
- What were the causes?
- Why was an unsafe act or condition allowed?
- How can similar incidents be prevented?

### **Factors to consider**

Usually there are several factors that cause or contribute to an incident. Try to identify as many causes as possible. Factors to consider when investigating an incident include:

- Unsafe or defective equipment
- Unsafe environment or conditions
- Poor housekeeping
- Physical hazards
- Poor planning
- Poor instruction
- Unsafe work practices
- Unusual or unfamiliar work conditions
- Personal factors

### **Filing an investigation report**

After completing an investigation, the employer must prepare an incident investigation report and send copies to:

- The WorkSafeBC head office
- The joint health and safety committee or worker health and safety representative.

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## **Reporting incidents and injuries to WorkSafeBC**

Employers must report any of the following injuries (to initiate a claim) to WorkSafeBC within three days:

- A worker is injured and loses consciousness.
- A worker is sent for medical treatment by a first aid attendant or supervisor.
- A worker has an injury or disease that needs medical treatment.
- A worker states that he or she is going to get medical treatment or has already received medical treatment for an injury or disease.
- A worker is (or claims to be) unable to do his or her job because of an injury or disease.
- An artificial limb, eyeglasses, dentures, or hearing aid is broken in the incident.

Incidents or injuries can be reported online on the Claims page. First aid and incident investigation reports may be completed online.

## **Reporting serious incidents**

Employers must immediately report serious incidents to WorkSafeBC. Serious incidents include the following:

- A fatality or serious injury
- A major release of a hazardous substance
- A major structural failure or collapse of a building, bridge, tower, crane, hoist, temporary construction support system, or excavation
- A blasting accident that causes personal injury, or any other dangerous incident involving explosives, whether or not there is an injury

To report a workplace incident call 604.276.3100 in the Lower Mainland or 1.888.621.SAFE (621.7233) toll-free in Canada.

For the After-Hours Health and Safety Emergency Line call 604.273.7711 in the Lower Mainland or 1.866.922.4357 (WCB.HELP) toll-free in B.C.

## 6. Regular health and safety meetings

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### Publication

*Joint Occupational Health and Safety Committee Workbook*

### Forms and checklists

“Sample Monthly Health and Safety Meeting Record,” pages 111

Good communication among employers, supervisors, and workers on health and safety issues is vital for the success of a workplace health and safety program. The following are some guidelines for successful health and safety meetings:

- Hold regular monthly meetings with workers to discuss health and safety matters.
- Focus your meetings on identifying and correcting hazardous conditions or tasks, and making health and safety a priority in your workplace.
- Keep a record of each meeting, including what was discussed and who attended.
- Post meeting minutes for everyone to read.

Bring the following to each meeting:

- Your latest inspection report
- Any incident reports completed during the last month
- Any new safe work procedures
- The minutes for last month’s meeting

### Joint occupational health and safety committees

Joint health and safety committees help create safer work environments by recommending ways to improve workplace health and safety and promoting compliance with the Regulation and the Act.

Workplaces that regularly employ 20 or more workers must establish and maintain a joint health and safety committee. (*Regularly employed* means employed for at least one month, whether full-time or part-time.) The committee must include at least four members—usually two employer representative and two worker representatives—and must have monthly meetings.

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## **Worker health and safety representatives**

Workplaces that regularly employ more than 9 and fewer than 20 workers are usually required to have at least one worker health and safety representative rather than a joint health and safety committee. These representatives act as advisors and work cooperatively with employers and workers to identify and resolve workplace health and safety issues. During health and safety meetings, the representative should raise any issues that workers have mentioned since the last meeting.

## 7. First aid

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### Regulation

Sections 3.14 to 3.21,  
Occupational First Aid

All workplaces must meet the first aid requirements in Part 3 of the Regulation. Effective first aid treatment can reduce the severity of work-related injuries, which helps minimize the financial costs associated with extensive medical treatment or the need to replace employees who are unable to work.

### Forms and checklists

“Level 1 First Aid Kit,”  
page 113

“Form 55B23—First  
Aid Record,” page 112

All businesses must keep a first aid kit onsite and many will also need a first aid attendant. The type of kit and the need for a first aid attendant will depend on three factors:

- The hazard rating for your business
- Number of workers
- Travel time to the nearest hospital

### First Aid Assessment Tool

This online tool will walk you through the assessment process. It includes links to specific parts of the Regulation and Guidelines that apply to first aid. Visit [www2.worksafebc.com/calculator/firstaid/](http://www2.worksafebc.com/calculator/firstaid/).

## First aid requirements for landscaping and lawn maintenance companies

Most landscaping and lawn maintenance companies are considered moderate-risk workplaces. To determine your first aid requirements, use the following tables, which apply to moderate-risk workplaces. First aid requirements are based on the number of workers per shift, so the requirements may vary from day to evening or night shifts.

### *20 minutes or less surface travel time to hospital*

Number of workers per shift	Supplies, equipment, and facility	Level of first aid certificate for attendant	Transportation
1	Personal first aid kit	N/A	Transportation at employer's expense
2–5	Basic first aid kit	N/A	Transportation at employer's expense
6–25	Level 1 first aid kit	Level 1	Transportation at employer's expense

**More than 20 minutes surface travel time to hospital**

Number of workers per shift	Supplies, equipment, and facility	Level of first aid certificate for attendant	Transportation
1	Personal first aid kit	N/A	Transportation at employer's expense
2–5	Level 1 first aid kit	Level 1	Transportation at employer's expense
6–15	Level 1 first aid kit ETV* equipment	Level 1 with Transportation Endorsement	Transportation at employer's expense
16–50	Level 3 first aid kit Dressing station ETV* equipment	Level 3	ETV*

\* Emergency Transportation Vehicle

**First aid kits and attendants**

Follow these requirements:

- Make every worker aware of where the first aid kit is located and how to call the first aid attendant if one is required.
- Post signs indicating how to access first aid.
- If a first aid attendant is required, make sure the attendant holds a first aid certificate of the level necessary for that workplace.
- If you require a first aid attendant, train backup first aid attendants. Ensure that enough workers are trained for this responsibility to cover vacations and other absences.

**Transportation of injured workers**

Your business needs written procedures for transporting injured workers. Post these procedures in your workplace. These procedures should include:

- Who to call for transportation
- How to call for transportation
- Prearranged routes in and out of the workplace and to the hospital

Employers are responsible for the cost of transporting an injured worker from the workplace to the nearest source of medical treatment.

**Employers' Incident and Injury Report**

Report injuries and other incidents by filling out first aid reports and incident investigation reports online. Visit [worksafebc.com](http://worksafebc.com), and under "Claims" click "Employers: Report Injury or Illness."

**Records**

Maintain records of all workplace injuries and diseases.

## 8. Records and statistics

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Employers are required to keep health and safety records and statistics on file. Examples of documentation include training activities, first aid treatments, and incident investigations. Written records and statistics can help:

- Identify trends for unsafe conditions or work practices so you can take steps to correct these hazards
- Provide material for education and training
- Provide documentation in case a WorkSafeBC officer requests it, or if an incident occurs and you need to prove that you did all you could reasonably do to prevent it

### **Documentation**

Maintain records and statistics for the following:

- Health and safety program reviews (see pages 98–99), which can help you track the progress of your program
- Worker orientation records (see pages 100–104), which can help ensure that workers are getting the education and training they need
- Inspection reports (see page 107), which can provide historical information about hazards your business has encountered and how you have dealt with them
- Monthly meeting records (see page 111), which can help monitor how promptly and how well action items have been carried out
- Incident investigation reports (see pages 108–110), which can clarify which hazards have caused incidents and how they were controlled
- First aid records (see page 112), which can provide injury statistics that will help prioritize health and safety efforts

Statistics that may be of value include the following:

- Number of incidents and injuries each year
- Number of work days lost each year
- Cost to your business from workplace injuries each year

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## Emergency response plans

Landscaping and lawn maintenance companies should be prepared to respond to emergencies such as fires, chemical spills, or natural disasters. If an emergency occurs, there will be a need to make quick decisions that will minimize injuries and damage. Such decisions are easier if you have already developed an emergency plan.

### How to develop and implement a plan

Follow these guidelines:

- List all possible events (for example, serious injuries, fires, explosions, or natural disasters).
- Identify the major consequences associated with each event (for example, casualties, equipment damage, or facility damage).
- Determine the necessary measures to deal with those consequences (for example, first aid, notification of medical authorities, rescue, firefighting, or equipment evacuation).
- Determine what resources will be required (for example, medical supplies or rescue equipment).
- Store emergency equipment where it will be accessible in the event of an emergency.
- Ensure that workers are trained in emergency procedures and shown where equipment is stored.
- Hold periodic drills to ensure that employees will be ready to act if an emergency occurs.
- Communicate the plan to everyone involved.

### Provincial Emergency Program

For more information on emergency planning and preparedness, visit [www.pep.bc.ca](http://www.pep.bc.ca).



# Questions and answers

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## **Common questions from employers**

**I operate a landscaping business. Do I need to register with WorkSafeBC?**

Probably. Most landscaping businesses in B.C. are required to register with WorkSafeBC and pay assessments (insurance premiums). For more information on registration or assessments, call the Employer Service Centre at 604.244.6181 in the Lower Mainland or 1.888.922.2768 toll-free in B.C.

**Do I have to register if I am a sole proprietor of a landscaping business (the business is run by me and my spouse, without employees)?**

No. Sole proprietors and their spouses are not considered employers and are not automatically covered for compensation benefits. You can, however, apply for Personal Optional Protection for yourself and on behalf of your spouse. This optional insurance will cover lost salary and medical expenses in cases of work-related injury or disease. For more information on voluntary coverage, call the Employer Service Centre at 604.244.6181 or 1.888.922.2768.

**Note:** If you do hire any employees, including temporary help, you will likely need to register with WorkSafeBC.

**Do I have to pay WorkSafeBC premiums if my teenage children work for me in the business?**

Yes. Children of the employer are considered workers and are automatically covered if there is an employment relationship.

**We've never had an accident at our workplace. Do we still need to set up a health and safety program?**

Yes. All B.C. workplaces are required to have an occupational health and safety program. A health and safety program will help you maintain an excellent safety record.

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**I recently hired a subcontractor. Am I responsible for the subcontractor's health and safety?**

Yes. Employers hiring contractors or subcontractors should check with WorkSafeBC to determine their obligations regarding health and safety matters. It's also a good idea to check with WorkSafeBC to make sure the contractors or subcontractors you hire are registered with WorkSafeBC. If they aren't, your company could be liable for their insurance premiums if there's an injury or accident. A clearance letter will tell you whether a business, contractor, or subcontractor is registered with WorkSafeBC and up to date on their payments. To get a clearance letter, visit [worksafebc.com](http://worksafebc.com).

**Can I pay the medical cost of an employee's injury to prevent increased WorkSafeBC premiums?**

No. All work-related injuries must be reported to WorkSafeBC.

**I only have a staff of two. Should we still hold monthly health and safety meetings, or can we meet less often?**

Yes, you still need to hold regular monthly meetings so workers have an opportunity to discuss health and safety matters, and to correct unsafe conditions or procedures. As an employer, you must also keep records of the meetings and the matters discussed. For a "Sample Monthly Health and Safety Meeting Record," see page 111.

**Can I or my employees smoke at work?**

The owner or employer must control the exposure of workers to environmental tobacco smoke by prohibiting smoking in the workplace or restricting smoking to a designated smoking area.

**Regulation**

Sections 4.81-4.83,  
Environmental  
Tobacco Smoke

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## **Common questions from workers**

**I only work part-time. Am I entitled to benefits if I get hurt on the job?**

Yes. All workers, including young and part-time workers, are entitled to workers' compensation benefits in the event of a work-related injury or illness.

**My job requires me to lift and stack heavy materials. What is the maximum allowable lifting weight?**

There is no specific maximum allowable lifting weight. However, if you are required to lift heavy materials, your employer must ensure that you can do so safely. This includes training you in safe lifting technique and providing dollies or carts, if necessary.

**My supervisor or employer has asked me to perform a task I believe is dangerous. What can I do?**

Workers have the right to refuse work they have reasonable cause to believe is dangerous to their health. The first thing you should do is tell your supervisor or employer that you think the task is dangerous. Together, you may be able to find a safe solution. If the two of you cannot find a solution, continue the discussion with a worker health and safety representative (or another worker selected by you if there is no representative). If a solution still cannot be found, you and your employer can call the WorkSafeBC Prevention Information Line at 604.276.3100 in the Lower Mainland, or 1.888.621.7233 (621.SAFE) toll-free in Canada.

**I often work alone. What do I do if I'm injured?**

Your employer must have a written procedure and safeguards for working alone. Your supervisor must review these procedures with you as part of your training. These safe work procedures should be included in the health and safety program for your workplace.

# Contact information

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## BC Landscape and Nursery Association

Web: [www.bclna.com](http://www.bclna.com)

Tel: 604.574.7772

## HortEducationBC

Web: [www.horteducationbc.com](http://www.horteducationbc.com)

Tel: 604.575.3239

## Worksafebc.com

WorkSafeBC provides a number of services and materials that will help you meet your health and safety requirements. Visit [worksafebc.com](http://worksafebc.com) and look for these links:

- Click “Publications” to view, download, or order publications online.
- Click “Forms” to view and download up-to-date official forms for everything from registration to incident investigation.
- Under “Quick Links” click “OHS Regulation” for a searchable version of the Regulation and its accompanying Guidelines.

The rest of this section describes some key WorkSafeBC publications that you may find useful for improving health and safety in your landscaping or lawn maintenance business.

## WorkSafeBC Prevention Information Line

The Prevention Information Line can answer your questions about health and safety, including responsibilities, first aid, reporting incidents, and finding an officer in your area. Anonymous calls are accepted.

Call 604.276.3100 in the Lower Mainland or 1.888.621.SAFE (7233) toll-free in Canada.

For after-hours and weekend incidents and emergencies, call 604.273.7711 in the Lower Mainland or 1.866.WCB.HELP (922.4357) toll-free in B.C.

### WorkSafeBC resources

See pages 90–91 for key WorkSafeBC publications that you may find useful for improving health and safety in your landscaping or lawn maintenance company.

### Small Business Service Centre

Email: [smallbiz@worksafebc.com](mailto:smallbiz@worksafebc.com)

Phone: 604.214.6912

## Health and safety programs

- *Effective Health and Safety Programs: The Key to a Safe Workplace and Due Diligence*  
Explains how to set up your health and safety program to meet the standard of care for due diligence.
- *How to Implement a Formal Occupational Health and Safety Program*  
Provides more detailed information on how to develop and maintain an effective occupational health and safety program.
- *Safety on the Job Is Everyone's Business*  
Three-page brochure describes the responsibilities of employers, supervisors, and workers.
- *3 Steps to Effective Worker Education and Training*  
Explains steps for providing education and training to new workers and young workers.

## Registration

- *Small Business Primer: A Guide to WorkSafeBC*  
Provides information on WorkSafeBC registration, paying premiums, preventing injuries, investigating incidents, and reporting claims.

## Prevention

- *Back Talk: An Owner's Manual for Backs*  
Describes common back injuries and how to avoid them.
- *Understanding the Risks of Musculoskeletal Injury (MSI): An Educational Guide for Workers on Sprains, Strains, and Other MSIs*  
Describes the signs and symptoms of MSI and how to identify MSI risk factors.
- *Preventing Musculoskeletal Injury (MSI): A Guide for Employers and Joint Committees*  
Provides information on preventing MSI and investigating MSIs.

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- *Lockout*

Describes what lockout is, when it is required, and how to do it.

- *Safeguarding Machinery and Equipment: General Requirements*

Provides information on safeguarding, including hazard recognition, risk assessment, and solutions for specific machinery and equipment.

- *Safe Operation of Lift Trucks*

Describes do's and don'ts for lift truck operators.

- *WHMIS at Work*

Describes WHMIS, its requirements, and how to implement WHMIS in your workplace.

## **Claims**

- *Claims Review and Appeal Guide for Employers*

Describes appeal procedures and rules governing payment of a claim during the employer's appeal process.

- *Claims Review and Appeal Guide for Workers and Dependents*

Describes the rights and obligations of claimants who wish to appeal the decision of a WorkSafeBC claims adjudicator.

## **Employers' Advisers**

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The Employers' Advisers Office is a branch of the B.C. Ministry of Labour and Citizens' Services, independent of WorkSafeBC. Employers' advisers are funded by the WorkSafeBC premiums collected from employers. At no additional cost, advisers provide impartial advice, assistance, representation, and training to employers about workers' compensation legislation, decisions, appeals, and policies.

Employers' advisers have a right to access WorkSafeBC information on your behalf, but they cannot file reports for you. Employers' advisers also conduct educational seminars for employers on topics such as occupational health and safety requirements, claims management, disability management, and assessments.

You can visit the Employers' Advisers website at [www.labour.gov.bc.ca/eao/](http://www.labour.gov.bc.ca/eao/) or contact a regional office for help. You can now reach all Employers' Advisers regional offices using the following numbers:

- Phone: 604.713.0303
- Toll-free: 1.800.925.2233
- Toll-free fax: 1.855.664.7993

# **Forms and checklists**





# Overview

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This section includes forms and checklists that you can use to develop, implement, and maintain your health and safety program.

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Sample monthly health and safety meeting record.....	111
55B23— First aid record .....	112
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# Sample health and safety program

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Use this sample as a guideline to help you prepare your written occupational health and safety program.

This is only a guideline. You should tailor it to meet the health and safety needs of your particular workplace. For example, you'll need to add specific information on written safe work procedures, state any personal protective equipment you need, list additional training and orientation topics, and provide details about first aid and emergency procedures.

## Health and safety policy

*(Name of firm)* \_\_\_\_\_ wants its workplace to be a healthy and safe environment. To achieve this, our firm will establish and maintain an occupational health and safety program designed to prevent injuries and disease. The employer is responsible for providing workers with adequate instruction in health and safety and for addressing unsafe situations in a timely, effective manner. All workers and service contractors are required to work safely and to know and follow our company guidelines for safe work procedures.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Employer responsibilities

- Establish the health and safety program.
- Conduct an annual review in *(month)* \_\_\_\_\_ of each year.
- Train supervisors.
- Provide a healthy and safe work environment.

## Supervisor responsibilities

- Orient new workers.
- Train workers on an ongoing basis.
- Conduct regular staff safety meetings.
- Perform inspections and investigations.
- Report any health or safety hazards.
- Correct unsafe acts and conditions.

## Worker responsibilities

- Learn and follow safe work procedures.
- Correct hazards or report them to supervisors.
- Participate in inspections and investigations where applicable.
- Use personal protective equipment where required.
- Help create a safe workplace by recommending ways to improve the health and safety program.

## Written safe work procedures

*(You need to have written procedures for high-risk or complex tasks. List these high-risk tasks here. A WorkSafeBC prevention officer may be able to advise you on procedures you need to include. For example, you may need written safe work procedures for using special equipment or working alone. Attach the procedures to this program.)*

\_\_\_\_\_

\_\_\_\_\_

## Personal protective equipment (PPE)

*(List any PPE required, when it must be used, and where it can be found. For example, workers may be required to wear eye protection when using certain equipment. Attach this list to this program.)*

\_\_\_\_\_

\_\_\_\_\_

## Education and training

All workers will be given an orientation by their supervisor immediately upon hiring. The following topics will be included in the orientation:

- Supervisor name and contact information
- The worker's basic rights and responsibilities, including how to report unsafe conditions and the right to refuse to perform unsafe work
- Safe work procedures specific to the workplace
- Hazards that the worker may be exposed to
- Procedures for working alone, if the worker is required to do so
- Personal protective equipment the worker will be required to use, and how to maintain and store it
- Where and how to get first aid and report an injury
- WHMIS information for hazardous materials
- Names and contact information for joint health and safety committee members (or the worker representative)
- Other task-specific instruction, as required (for example, forklift training)
- Locations of fire alarms, fire exits, and meeting points
- Locations of fire extinguishers and how to use them

At the end of the orientation, the worker will be given a copy of this program. The employer will make sure that workers receive further training when necessary to ensure the safe performance of their duties. Staff meetings are one way to increase safety awareness.

*(For higher hazard work areas and jobs, orientation in additional topics may be necessary. List them here.)*

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## Inspections

A supervisor and a worker will conduct regular inspections to identify hazards and recommend how to eliminate or minimize the risks. Inspections will also look at how work is performed.

Serious hazards or unsafe work practices found during inspections or observed by workers, supervisors, or the employer will be dealt with immediately. Other hazards will be dealt with as soon as possible.

*(State how often inspections will be performed—typically once a month or at other intervals that prevent the development of unsafe working conditions. It's useful to inspect the workplace before a staff meeting so results can be discussed with staff. You can use the "Inspection Checklist.")*

## Hazardous materials and substances

*(If you use hazardous materials or substances at your workplace, list them here. Also list the location of material safety data sheets and any applicable written safe work procedures.)*

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**First aid**

This workplace keeps a *(type)* \_\_\_\_\_ first aid kit in the *(location)* \_\_\_\_\_.  
*(Give the name of your first aid attendant if one is required. Also provide ambulance and hospital phone numbers.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Emergency preparedness**

- **Fire**—See the fire plan posted at (location):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fire extinguishers are located at (locations):

\_\_\_\_\_  
\_\_\_\_\_

The following employees are trained to use them (names):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- **Earthquake**—An annual inspection will be conducted, focusing on objects that may pose a hazard during an earthquake. The exit and marshalling procedures are the same as for fires. *(Or, if not, note the location of earthquake procedures here.)*

- *(Note other emergency procedures, such as protection from violence.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Investigating incidents**

A supervisor and a worker must investigate any injuries or near misses on the same day they occur. Any incident that results in an injury requiring medical treatment, or that had the potential for causing serious injury, must be investigated immediately. The purpose of an investigation is to find out what went wrong, determine if our health and safety practices were faulty, and, most importantly, recommend actions that will prevent a recurrence of the problem. *(You can use form 52E40—Incident Investigation Report.)*

**Records and statistics**

Accurate health and safety records provide an excellent gauge to determine how we are doing. The following records are maintained and will be reviewed annually:

- Claims statistics
- First aid records
- Completed inspection lists
- Occurrence investigations
- Material safety data sheets
- Any WorkSafeBC inspection reports

These records are kept at *(location)* \_\_\_\_\_.

Medical or related records will be handled in a manner that respects confidentiality.

# Annual review of health and safety program

Use this checklist to review the effectiveness of your occupational health and safety program.

## Purpose

The purpose of reviewing your occupational health and safety program is to make sure it's up-to-date and effective. A program review helps you identify the strengths and weaknesses of your program and allows you to focus on the areas that need improvement. Involve employees in the review process.

## How to use this checklist

- If you answer “no” to any of these questions, take action to correct the deficiency in your program.
- If you are unsure what a question means, read the relevant section in the guide, refer to the Occupational Health and Safety Regulation, or contact the Prevention Information Line at 604.276.3100 in the Lower Mainland or 1.888.621.7233 (621.SAFE) toll-free in Canada.

Company name: \_\_\_\_\_

Date of review: \_\_\_\_\_

Conducted by: \_\_\_\_\_

Written program	Yes	No
1. Do you have a written program?		
2. Do you keep a copy easily accessible?		
3. Does your program clearly state the responsibilities of:		
The employer?		
Managers and supervisors?		
Workers?		
Identifying hazards and assessing risks	Yes	No
4. Do you have a method of identifying hazards?		
5. When hazards have been identified, do you conduct a risk assessment to help determine the best way to eliminate or control the risks?		

Safe work procedures	Yes	No
6. Does your written program list all the written safe work procedures that you have developed for your business?		
7. Have you reviewed these safe work procedures in the last year?		
8. Have you posted safe work procedures near any hazardous equipment or machinery?		
9. If any employee works alone, have you developed written procedures for safeguarding the worker's well-being when working alone?		
10. Have you conducted a risk assessment and developed procedures for preventing violence in the workplace?		
11. Do you have written rules prohibiting horseplay and the use of drugs and alcohol at work?		
12. Do you keep records when you discipline workers for not following these rules?		

<b>Education and training</b>	<b>Yes</b>	<b>No</b>
13. Does your orientation of new workers include information and instruction on your health and safety program?		
14. Does your orientation of new workers include training on the safe work procedures used in your business?		
15. Do you inform new workers about work rules prohibiting horseplay and the use of alcohol and drugs at work?		
16. Have you observed workers to determine if they need refresher training in safe work procedures?		
17. Did you provide instruction and training for any new procedures, processes, equipment, or machinery that you introduced in the last year?		
18. Have supervisors and workers received training in how to conduct safety inspections and incident investigations?		
<b>Safety inspections</b>	<b>Yes</b>	<b>No</b>
19. Do you inspect your workplace regularly?		
20. Do a supervisor and a worker conduct the inspection?		
21. Do you observe workers during inspections?		
22. Do you have a method of reporting hazards between inspections?		
23. Do you have a system of rating hazards?		
24. Do you discuss the results of inspections at monthly safety meetings?		
25. Do you have a system of following up on identified hazards to ensure that they have been corrected?		
<b>Investigating incidents</b>	<b>Yes</b>	<b>No</b>
36. Do you have a method for workers to report accidents and near misses?		
37. Do you investigate all accidents and near misses?		
38. Do you focus on finding the root causes during incident investigations?		
39. Do you take recommended corrective action identified during investigations?		
<b>Hazardous materials</b>	<b>Yes</b>	<b>No</b>

26. Do you have an inventory of controlled products used in your workplace?		
27. Does each controlled product have a corresponding MSDS?		
28. Are MSDSs readily available to workers and do workers know where to get them?		
29. Do you have a way to check that new controlled products include MSDSs?		
30. Do workers understand how to read MSDSs and know what they mean?		
31. Do you check all controlled products for supplier labels when received?		
32. Are decanted products labelled?		
33. Are labels legible?		
34. Do workers know what hazardous materials are used in your business?		
35. Do workers know how to safely handle, store, and dispose of hazardous materials?		
<b>First aid</b>	<b>Yes</b>	<b>No</b>
40. Have you confirmed that all workers know the location of the first aid kit?		
41. Do workers know who the first aid attendant is, how to contact first aid, and how to get assistance in emergencies?		
42. Have you instructed workers to report all injuries?		
43. Do you record all injuries?		
<b>Records and statistics</b>	<b>Yes</b>	<b>No</b>
44. <u>Do you keep records of the following?</u>		
<u>Orientation of new workers</u>		
<u>Education and training</u>		
<u>Injuries and other incidents</u>		
<u>Inspection reports</u>		
<u>Incident investigation reports</u>		
<u>Monthly health and safety meetings</u>		
45. Do you review accident statistics to see if trends are developing?		
<b>Monthly meetings</b>	<b>Yes</b>	<b>No</b>
46. Do you hold monthly safety meetings?		
47. Do workers attend most of these meetings?		
48. Do you include an educational topic on your agenda?		

# Sample worker orientation checklist

Employee name: \_\_\_\_\_

Position (tasks): \_\_\_\_\_

Date hired: \_\_\_\_\_ Date of orientation: \_\_\_\_\_

Person providing orientation (name and position): \_\_\_\_\_

Company name: \_\_\_\_\_

Topic	Initials (trainer)	Initials (worker)	Comments
1. Supervisor name: _____ Telephone #: _____			
2. Rights and responsibilities (a) General duties of employers, workers, and supervisors			
(b) Worker right to refuse unsafe work and procedure for doing so			
(c) Worker responsibility to report hazards and procedure for doing so			
3. Workplace health and safety rules a) _____ b) _____ c) _____ d) _____			
4. Known hazards and how to deal with them a) _____ b) _____ c) _____ d) _____			
5. Safe work procedures for carrying out tasks a) _____ b) _____ c) _____ d) _____			
6. Procedures for working alone or in isolation			

Topic	Initials (trainer)	Initials (worker)	Comments
7. Measures to reduce the risk of violence in the workplace and procedures for dealing with violent situations			
8. Personal protective equipment (PPE)—what to use, when to use it, where to find it, and how to care for it a) _____ b) _____ c) _____			
9. First aid (a) First aid attendant name and contact information			
(b) Locations of first aid kits and eye wash facilities			
(c) How to report an illness, injury, or other accident (including near misses)			
10. Emergency procedures (a) Locations of emergency exits and meeting points			
(b) Locations of fire extinguishers and fire alarms			
(c) How to use fire extinguishers			
(d) What to do in an emergency situation			
11. Where applicable, basic contents of the occupational health and safety program			
12. Hazardous materials and WHMIS (a) Hazardous materials (controlled products) in the workplace			
(b) Hazards of the controlled products used by the worker			
(c) Purpose and significance of hazard information on product labels			
(d) Location, purpose, and significance of material safety data sheets (MSDSs)			
(e) How to handle, use, store, and dispose of hazardous materials safely			
(f) Procedures for an emergency involving hazardous materials, including clean-up of spills			
13. Where applicable, contact information for the occupational health and safety committee or the worker health and safety representative			



## How to fill out the worker orientation checklist

The orientation checklist on pages 100–101 covers the topics specified in section 3.23(2) of the Regulation. Checklist topics #3, 4, 5, and 8 include blank lines so you can add topics specific to your workplace. Once a topic has been discussed or demonstrated, the trainer and the employee should initial the item. If the topic is irrelevant, mark “N/A” in the Comments column. Also indicate in the Comments whether any follow-up is necessary. Here’s a brief explanation of each item on the checklist:

1. Provide workers with written contact information for their supervisors. If possible, introduce supervisors to workers immediately.
- 2a. Go over the responsibilities specified in sections 115–117 of the *Workers Compensation Act*. Make a copy of the Act and the Occupational Health and Safety Regulation available to workers, or point them to the online version at [worksafebc.com](http://worksafebc.com).
- 2b. Tell workers that it is their duty to refuse to perform work if they believe it may be dangerous to themselves or others, and that they cannot be punished for doing so. See sections 3.12–3.13 of the Regulation.
- 2c. Tell workers that hazards should be reported immediately, and identify who they should report hazards to (for example, their supervisor or a safety coordinator). See section 3.10 of the Regulation.
3. Go over general rules, which include following work procedures, using personal protective equipment, and operating equipment safely.
4. Inform workers about any known hazards that apply to them and tell them how to deal safely with these hazards. For example, tell them to wear respirators while sanding and discuss respirator care.
5. Demonstrate specific tasks (for example, cleaning equipment or using ladders) and safe work procedures (for example, locking out equipment before cleaning or repairing it).
6. Tell workers about person check procedures for working alone or in isolation. Teach them safety strategies such as keeping the back door locked. See sections 4.21–4.23 of the Regulation.
7. Warn workers about any potential for violence. Tell them how to prevent incidents (for example, remain calm with abusive customers) and how to deal with incidents (for example, do not attempt to restrain shoplifters or robbers). See sections 4.27–4.31 of the Regulation.
8. If workers need to use PPE (for example, respirators while painting), tell them what equipment to use and teach them how to use it properly. See Part 8 of the Regulation.
9. Make sure workers know what to do if they or someone else is injured. They need to know where to find first aid supplies and who to report the injury to (all injuries must be reported).
10. Explain evacuation procedures. Show workers emergency exits, meeting points, locations of fire alarms and fire extinguishers, and how to use extinguishers.
11. Explain what an occupational health and safety program is and go over it briefly with workers. Tell them where they can find a written copy of the program. See sections 3.1–3.3 of the Regulation.
12. Workers need to know about hazardous products such as paints, solvents, or cleaning products. Tell them how to handle and dispose of such products safely, and where to find more information (for example, on product labels and MSDSs). If workers are uncertain about proper procedures, they should always talk to a supervisor.
13. Where applicable, introduce workers to committee members or the worker representative and identify the location of the joint health and safety committee minutes. Tell them why there is a committee or representative, and provide them with contact information.

# Typical orientation and training topics

The following table describes key orientation topics. Each topic includes examples of areas for discussion during training, as well as references that you can use for more information. This table is not comprehensive—your orientation should include topics that are specific to your workplace, which may not be described here. That’s why it’s important to do a hazard assessment in your workplace. An assessment will help you identify any other necessary health and safety topics for training.

The “Resources” column in the following table includes three types of resources. Regular text is used for references to the Occupational Health and Safety Regulation and web resources. *Italicized text* is used for references to other publications (booklets and guides). **You can find a searchable version of the Regulation and electronic versions of publications online at [worksafebc.com](http://worksafebc.com).**

Topic	Things to discuss	Resources
Worker rights and responsibilities	<ul style="list-style-type: none"> <li>• Responsibility to follow the Regulation and other health and safety rules</li> <li>• Responsibility to use PPE when required</li> <li>• Right to refuse unsafe work</li> </ul>	<ul style="list-style-type: none"> <li>• Regulation: Part 3, Rights and Responsibilities</li> <li>• Regulation: Sections 115–117 of the <i>Workers Compensation Act</i></li> </ul>
Falls from elevation (including ladder safety)	<ul style="list-style-type: none"> <li>• Fall protection system being used</li> <li>• Fall protection procedures</li> <li>• Proper use of fall protection equipment</li> <li>• Ladder safety</li> <li>• Inspection and maintenance of ladders and fall protection equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Regulation: Part 11, Fall Protection</li> <li>• <i>An Introduction to Personal Fall Protection Equipment</i></li> </ul>
Lockout (for machinery and power tools)	<ul style="list-style-type: none"> <li>• Define lockout</li> <li>• Types of lockout</li> <li>• When to lock out</li> <li>• Review procedures for specific equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Regulation: Part 10, De-energization and Lockout</li> <li>• <i>Lockout</i></li> </ul>
Lifting and moving objects or people (sprains and strains)	<ul style="list-style-type: none"> <li>• Demonstrate safe lifting technique</li> <li>• Use of specialized equipment for lifting or moving materials or people</li> <li>• Storage priorities (heavier items at lower heights and lighter items higher up)</li> </ul>	<ul style="list-style-type: none"> <li>• Regulation: Sections 4.46–4.53</li> <li>• <i>Handle With Care: Patient Handling and the Application of Ergonomics (MSI) Requirements</i></li> <li>• <i>Understanding the Risks of Musculoskeletal Injury (MSI): An Educational Guide for Workers on Sprains, Strains, and other MSIs</i></li> <li>• <i>Preventing Musculoskeletal Injury (MSI): A Guide for Employers and Joint Committees</i></li> </ul>
Guarding (for machinery and power tools)	<ul style="list-style-type: none"> <li>• Types and purposes of guards</li> <li>• Inspection and use of guards</li> <li>• Requirement to leave guards in place</li> </ul>	<ul style="list-style-type: none"> <li>• Regulation: Sections 12.1–12.6</li> <li>• <i>Safeguarding Machinery and Equipment</i></li> <li>• <i>Safeguarding in Manufacturing</i></li> </ul>

Topic	Things to discuss	Resources
Forklifts and other mobile equipment	<ul style="list-style-type: none"> <li>• Maintaining eye contact with equipment operator</li> <li>• Speed limits and locations of travel lanes</li> <li>• Equipment inspection and maintenance</li> <li>• Load limits and procedures for safe operation</li> <li>• Operators must demonstrate competency in using equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Regulation: Part 16, Mobile Equipment</li> <li>• <i>Safe Operation of Lift Trucks</i></li> </ul>
Confined spaces (for example, working in tanks, silos, vats, rail cars, hoppers, or sewers)	<ul style="list-style-type: none"> <li>• Location of any confined spaces in the workplace, and the hazards they pose</li> <li>• Who may or may not enter a confined space</li> <li>• Procedures workers must follow if they are required to enter a confined space</li> </ul>	<ul style="list-style-type: none"> <li>• Regulation: Part 9, Confined Spaces</li> <li>• <i>Hazards of Confined Spaces</i></li> <li>• <i>Confined Space Entry Program: A Reference Manual</i></li> </ul>
Personal protective equipment (PPE)	<ul style="list-style-type: none"> <li>• When and how to use specific PPE</li> <li>• Where to find PPE</li> <li>• Limitations of protection</li> <li>• Storage, maintenance, and inspection</li> </ul>	<ul style="list-style-type: none"> <li>• Regulation: Part 8, Personal Protective Clothing and Equipment</li> </ul>
WHMIS	<ul style="list-style-type: none"> <li>• Reading and understanding labels</li> <li>• Reading and understanding MSDSs</li> <li>• Location of MSDSs</li> <li>• Hazards of products being used</li> <li>• Control measures and appropriate PPE</li> </ul>	<ul style="list-style-type: none"> <li>• Regulation: Sections 5.3–5.19</li> <li>• OHS Guidelines: G5.3.1–G5.15</li> <li>• <i>WHMIS: The Basics</i></li> </ul>
First aid and emergency procedures	<ul style="list-style-type: none"> <li>• Names and locations of first aid attendants</li> <li>• Locations of first aid kits</li> <li>• Locations of fire exits</li> <li>• Locations of fire extinguishers and how to use them</li> </ul>	<ul style="list-style-type: none"> <li>• Regulation: Sections 3.14–3.21</li> <li>• Online First Aid Assessment Tool <a href="http://www2.worksafebc.com/calculator/firstaid/">www2.worksafebc.com/calculator/firstaid/</a></li> </ul>
Violence	<ul style="list-style-type: none"> <li>• Procedures for identifying and dealing with aggressive customers, clients, or patients</li> <li>• Procedures for preventing and dealing with shoplifting and robbery incidents</li> <li>• Procedures for handling money</li> <li>• Procedures for opening and closing</li> </ul>	<ul style="list-style-type: none"> <li>• Regulation: Sections 4.27–4.31</li> <li>• <i>Preventing Violence, Robbery, and Theft</i></li> <li>• <i>Preventing Violence in Health Care</i></li> <li>• <i>Home and Community Health Worker Handbook</i></li> <li>• <i>Take Care</i></li> </ul>
Working alone	<ul style="list-style-type: none"> <li>• Procedures for person checks</li> <li>• Work activities that may place workers at risk of injury, and which should not be performed when working alone</li> <li>• Procedures described under “Violence” (see previous topic)</li> </ul>	<ul style="list-style-type: none"> <li>• Regulation: Sections 4.20.1–4.23</li> <li>• OHS Guidelines: G4.20.1–G4.22.2</li> <li>• <i>Handbook for Employers: Working Alone, Late Night Retail, and Prepayment of Fuel</i></li> </ul>

# Sample inspection checklist

Use this checklist when conducting your regular safety inspections.

Go over every aspect of your workplace to identify possible hazards. Use blank lines to add items that are specific to your workplace.

Equipment and Machinery	Yes	No
Are equipment and machinery kept clean?		
Is the equipment in good working order and regularly maintained?		
<input type="checkbox"/> Riding mowers		
<input type="checkbox"/> Push mowers		
<input type="checkbox"/> Stump grinders, chippers, and shredders		
<input type="checkbox"/> Chainsaws		
Are operators properly trained?		
Are start-stop switches clearly marked?		
Is machinery adequately guarded?		
Do you have lockout procedures in place?		
Ladders	Yes	No
Do you have the appropriate types of ladders for your work?		
Are ladders safe and in good condition (no loose or damaged rungs, steps or rails)?		
Are ladders clean and free of slippery material such as debris, ice, and oil?		
Are spreaders on stepladder sturdy and can they be locked in place?		
Are ropes and pulleys on extension ladders in good repair and free moving?		
Do ladders have anti-slip treads?		

Vehicles	Yes	No
Are vehicles regularly maintained?		
Is there a seat belt for every passenger?		
Is storage in truck beds clean and secure?		
Do drivers have good safety records?		
Hazardous Materials	Yes	No
Are material safety data sheets (MSDSs) provided for all hazardous materials?		
Are containers clearly labelled?		
Are hazardous materials stored safely?		
Are hazardous materials disposed of safely?		
Storage	Yes	No
Are supplies and materials stored safely on shelves?		
Does your storage layout minimize lifting problems?		
Are floors around shelves clear of obstacles?		
Are racks and shelves secured to the floor or wall and in good condition?		
Are storage areas well lit to allow safe access to contents?		
Are tools stored safely?		

<b>Fire Safety and Security</b>	<b>Yes</b>	<b>No</b>
Are fire extinguishers clearly marked?		
Have fire extinguishers been inspected within the last year?		
Are workers trained to use fire extinguishers?		
Are flammable liquids safely stored?		
Are emergency phone numbers posted where they can be found?		
<b>First Aid</b>	<b>Yes</b>	<b>No</b>
Are first aid kits accessible and clearly labeled?		
Are first aid kits adequate and complete?		
Are first aid kits clean and dry?		
Are emergency numbers displayed?		
Are injury report forms readily available (form 7?)		
<b>Personal Protective Equipment</b>	<b>Yes</b>	<b>No</b>
Is all necessary PPE available to workers?		
Is all PPE clean and properly maintained?		
Do workers know where to find PPE?		
Do workers know how to use PPE?		
Do workers use PPE according to their training?		
<input type="checkbox"/> Eye and face protection		
<input type="checkbox"/> Safety headgear (hard hats)		
<input type="checkbox"/> Gloves		
<input type="checkbox"/> Protective clothing		
<input type="checkbox"/> Respirators		
<input type="checkbox"/> Other		

<b>Safe Work Practices</b>	<b>Yes</b>	<b>No</b>
Do workers use safe lifting technique?		
Are wastes disposed of safely?		
Do workers know how to deal with violent customers?		
Do workers know the procedures for working alone?		
Do workers know how to work safely in heat, cold, and wet conditions?		
Do workers know how to work safely around insects and dangerous plants?		
Do workers know how to check a site for dangers such as electrical wires (overhead and underground), debris, potholes, and steep slopes?		
<b>General Worker Questions</b>	<b>Yes</b>	<b>No</b>
Do workers know where to go and who to call for first aid assistance?		
Do workers know where to find MSDSs for chemical products?		

# Sample inspection report

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Use this sample to develop a report for recording the results of your regular workplace inspections.

Company name: \_\_\_\_\_

Date: \_\_\_\_\_

Inspectors' names: \_\_\_\_\_

\_\_\_\_\_

Type of hazard (critical, urgent, or important)	Describe hazard and precise location	Recommended corrective action	Person responsible for remedial action	Date remedied

This form is provided to employers for the purpose of documenting the employer's investigation into a workplace incident. Please attach a separate sheet if necessary.

**Call Centre**

Phone 604 276-3100  
Toll-free 1 888 621-SAFE (7233)

**After-hours health and safety emergency**

Phone 604 273-7711  
Toll-free 1 866 922-4357 (WCB-HELP)

**Fax**

604 276-3247

**Mailing address**

WorkSafeBC  
PO Box 5350 Stn Terminal  
Vancouver BC V6B 5L5

Employer name		Employer number
Employer head office address		
City	Province	Postal code

**Incident occurred** *ref: s. 3.4(a) Occupational Health and Safety Regulation (OHS Regulation)*

Address where incident occurred		
City (nearest)	Province	Postal code
Date of incident (yyyy-mm-dd)	Time incident occurred	a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>

**Injured person(s)** *ref: s. 3.4(b) OHS Regulation*

Last name	First name	Job title/Occupation
1)		
2)		

**Witnesses** *ref: s. 174(4) Workers Compensation Act (WCA) and s. 3.4(c) OHS Regulation*

Last name	First name
1)	
2)	
3)	

**Incident description** *ref: s. 3.4(d)-(e) OHS Regulation*

Briefly describe what happened, including the sequence of events preceding the incident. Please refer to the "Incident Investigation Reference Guide" for assistance when completing this report. The guide is available on [WorkSafeBC.com](http://WorkSafeBC.com).



Employer name

Employer number

**Analysis**

From the sequence of events, identify what events may have been significant in this incident occurring. An analysis of these events will assist in determining the underlying or causal factors in the occurrence. Please refer to the "Incident Investigation Reference Guide" for assistance when completing this report. The guide is available on [WorkSafeBC.com](http://WorkSafeBC.com).

**Statement of causes** *ref: s. 174(2)(a)-(b) WCA and s. 3.4(f) OHS Regulation*

List any unsafe conditions, acts, or procedures that in any manner contributed to the incident. Please refer to the "Incident Investigation Reference Guide" for assistance when completing this report. The guide is available on [WorkSafeBC.com](http://WorkSafeBC.com).





Employer name	Employer number
---------------	-----------------

**Recommendations** *ref: s. 174(2)(c) WCA and s. 3.4(g) OHS Regulation*

Identify any corrective actions that have been taken and any recommended actions to prevent similar incidents.		
Recommended corrective action	Action assigned to	Completion date or expected completion date (yyyy-mm-dd)
1)		
2)		
3)		
4)		

**Persons conducting investigation** *ref: s. 3.4(h) OHS Regulation*

Representative of	Name (please print)	Signature (optional)	Date signed (yyyy-mm-dd)
Employer			
Worker			
Employer <input type="checkbox"/> Worker <input type="checkbox"/> Other <input type="checkbox"/>			

**Date Incident Investigation Report submitted to WorkSafeBC** *ref: s. 175(2)(b) WCA*

(yyyy-mm-dd)
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**Follow-up action and report**

Section 176 of the *Workers Compensation Act* states:

- (1) Following an investigation under this Division, the employer must without undue delay undertake any corrective action required to prevent recurrence of similar incidents.
- (2) As soon as is reasonably practicable, the employer must prepare a report of the action taken under subsection (1) and
  - (a) provide the report to the joint committee or worker representative, as applicable, or
  - (b) if there is no joint committee or worker representative, post the report at the workplace.

**Note:** If the recommended corrective actions specified in the report have been implemented by the time it was prepared and submitted to WorkSafeBC, and the report was subsequently distributed or posted as required, compliance with section 176(2) has been met. In cases where the incident investigation report was submitted prior to the corrective actions being implemented, or those actions differ from the corrective actions recommended in the report, a separate follow-up report must be prepared and distributed or posted, in accordance with section 176(2).

Please refer to the "Incident Investigation Reference Guide" for assistance when completing this report. The guide is available online at [www.worksafebc.com/forms/assets/PDF/52E40Guide.pdf](http://www.worksafebc.com/forms/assets/PDF/52E40Guide.pdf).



# Sample monthly health and safety meeting record

Use this sheet to record what has been discussed at your monthly health and safety meetings.

Company name: \_\_\_\_\_ Date: \_\_\_\_\_

Participants: \_\_\_\_\_  
 \_\_\_\_\_

## 1. Accidents and other incidents

List all accidents and other incidents that have occurred since your last meeting, or attach copies of incident reports to this record.

	Year to date	Previous year
Number of accidents		
Number of near misses		
Number of WorkSafeBC claims		

## 2. Results of monthly inspection

List all hazards in the table below, or attach a copy of your inspection report to this record.

Type of hazard (critical, urgent, or important)	Describe hazard and precise location	Recommended corrective action	Person responsible	Date remedied

## 3. Education and training

List new safe work procedures and other matters discussed.

## 4. Other concerns

List other health and safety concerns discussed.

## 5. Next meeting

Date and time of next meeting: \_\_\_\_\_

List any matters that need to be followed up at the next meeting: \_\_\_\_\_

\_\_\_\_\_



# FIRST AID RECORD

This record must be kept by the employer for three (3) years. This form must be kept at the employer's workplace. Do **NOT** submit to WorkSafeBC unless requested by a WorkSafeBC officer (fax 604 233-9777; toll-free 1 888 922-8807).

Sequence number
-----------------

Name	Occupation
Date of injury or illness (yyyy-mm-dd)	Time of injury or illness (hh:mm) a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>
Initial reporting date and time (yyyy-mm-dd) a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>	Follow-up report date and time (yyyy-mm-dd) a.m. <input type="checkbox"/> p.m. <input type="checkbox"/>
Initial report sequence number	Subsequent report sequence number(s)

**Description of how the injury, exposure, or illness occurred (What happened?)**

<p>.....</p> <p>.....</p> <p>.....</p>
--

**Description of the nature of the injury, exposure, or illness (What you see — signs and symptoms)**

<p>.....</p> <p>.....</p> <p>.....</p>
--

**Description of the treatment given (What did you do?)**

<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
--

**Name of witnesses**

1.	2.
----	----

**Arrangements made relating to the worker (return to work/medical aid/ambulance/follow-up)**

<p>.....</p> <p>.....</p> <p>.....</p>
--

Provided worker handout Yes <input type="checkbox"/> No <input type="checkbox"/> Alternate duty options were discussed Yes <input type="checkbox"/> No <input type="checkbox"/>	A form to assist in return to work and follow-up was sent with the worker to medical aid Yes <input type="checkbox"/> No <input type="checkbox"/>
First aid attendant's name (please print)	First aid attendant's signature
Patient's signature	

**55B23**

## Level 1 first aid kit

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These items must be kept clean and dry and must be ready to take to the scene of an accident. A weatherproof container is recommended for all items except the blankets. Blankets should be readily available to the first aid attendant.

3	blankets
24	14 cm x 19 cm wound cleaning towelettes, individually packaged
60	hand cleansing towelettes, individually packaged
100	sterile adhesive dressings, assorted sizes, individually packaged
12	10 cm x 10 cm sterile gauze dressings, individually packaged
4	10 cm x 16.5 cm sterile pressure dressings with crepe ties
2	7.5 cm x 4.5 m crepe roller bandages
1	2.5 cm x 4.5 m adhesive tape
4	20 cm x 25 cm sterile abdominal dressings, individually packaged
6	cotton triangular bandages, minimum length of base 1.25 m
4	safety pins
1	14 cm stainless steel bandage scissors or universal scissors
1	11.5 cm stainless steel sliver forceps
12	cotton tip applicators
1	pocket mask with a one-way valve and oxygen inlet
6	pairs of medical gloves (preferably non-latex)
	first aid records and pen

# Notes

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**Notes**

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# Notes

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# WorkSafeBC offices

Visit our website at [worksafebc.com](http://worksafebc.com).

## Abbotsford

2774 Trethewey Street V2T 3R1  
Phone 604.276.3100  
1.800.292.2219  
Fax 604.556.2077

## Burnaby

450 – 6450 Roberts Street V5G 4E1  
Phone 604.276.3100  
1.888.621.7233  
Fax 604.232.5950

## Coquitlam

104 – 3020 Lincoln Avenue V3B 6B4  
Phone 604.276.3100  
1.888.967.5377  
Fax 604.232.1946

## Courtenay

801 30th Street V9N 8G6  
Phone 250.334.8765  
1.800.663.7921  
Fax 250.334.8757

## Kamloops

321 Battle Street V2C 6P1  
Phone 250.371.6003  
1.800.663.3935  
Fax 250.371.6031

## Kelowna

110 – 2045 Enterprise Way V1Y 9T5  
Phone 250.717.4313  
1.888.922.4466  
Fax 250.717.4380

## Nanaimo

4980 Wills Road V9T 6C6  
Phone 250.751.8040  
1.800.663.7382  
Fax 250.751.8046

## Nelson

524 Kootenay Street V1L 6B4  
Phone 250.352.2824  
1.800.663.4962  
Fax 250.352.1816

## North Vancouver

400 – 224 Esplanade Ave. W. V7M 1A4  
Phone 604.276.3100  
1.888.875.6999  
Fax 604.232.1558

## Prince George

1066 Vancouver Street V2L 5M4  
Phone 250.561.3700  
1.800.663.6623  
Fax 250.561.3710

## Surrey

100 – 5500 152 Street V3S 5J9  
Phone 604.276.3100  
1.888.621.7233  
Fax 604.232.7077

## Terrace

4450 Lakelse Avenue V8G 1P2  
Phone 250.615.6605  
1.800.663.3871  
Fax 250.615.6633

## Victoria

4514 Chatterton Way V8X 5H2  
Phone 250.881.3418  
1.800.663.7593  
Fax 250.881.3482

## Head Office / Richmond

*Prevention information line:*  
Phone 604.276.3100  
1.888.621.7233 (621.SAFE)

*Administration:*  
6951 Westminster Highway  
Phone 604.273.2266

*Mailing address:*  
PO Box 5350 Stn Terminal  
Vancouver BC V6B 5L5

## After hours health and safety emergency

604.273.7711  
1.866.922.4357 (WCB.HELP)



