



# BLUEGRASS SAFETY PROGRAM

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# General Safety Program

## 1. Purpose

The purpose of this General Safety Program is to define Bluegrass Lawn Care’s approach to creating and maintaining a safe, healthy, and compliant work environment. This program serves as the foundation for all safety practices and procedures across the company and outlines the responsibilities of every team member in upholding our safety standards.

### 1.1 Policy Statement

At Bluegrass Lawn Care, the safety, health, and well-being of our employees, clients, subcontractors, and the public is our highest priority. We recognize that a strong safety culture is not just a regulatory requirement—it is a core business value and a moral obligation. We are committed to protecting every individual on our job sites and in our facilities through proactive planning, clear expectations, and consistent execution of safe work practices.

Our policy is to:

- Comply with all applicable federal, state, and local occupational health and safety regulations, including but not limited to OSHA standards.
- Provide comprehensive training to all employees on safe work procedures, hazard recognition, and emergency response.
- Equip our teams with the tools, personal protective equipment (PPE), and resources needed to perform their work safely.
- Conduct regular audits, inspections, and hazard assessments to identify risks and implement corrective actions.
- Promote a positive, open safety culture where employees are encouraged to report unsafe conditions or incidents without fear of retaliation.
- Investigate all incidents, near-misses, and complaints to identify root causes and prevent recurrence.
- Continuously improve our safety management system through employee feedback, performance reviews, and industry best practices.

Leadership at every level of Bluegrass Lawn Care is held accountable for implementing and reinforcing this policy. Supervisors are expected to lead by example, enforce safety rules consistently, and foster an environment of teamwork and responsibility. Every employee has both the right and the responsibility to stop unsafe work and to contribute to the success of our safety efforts.

Safety is a shared responsibility. By working together—staying alert, prepared, and engaged—we can ensure that everyone returns home safely at the end of each workday.

This policy is fully endorsed by senior management and is reviewed annually to ensure its effectiveness and relevance to current operations.

## Section 2: Scope

This program applies to all Bluegrass Lawn Care employees and contractors working at fixed facilities, mobile job sites, or during transportation and equipment operation. It serves as the guiding framework for all task-specific safety programs.

### **Section 3: Safety Goals**

- Prevent workplace injuries, illnesses, and incidents
- Identify and correct hazards before they cause harm
- Comply with applicable OSHA, EPA, and DOT regulations
- Ensure employees are trained, equipped, and supported to work safely
- Build a safety culture based on accountability, transparency, and care

### **Section 4: Responsibilities**

#### **4.1 Management**

- Provide the leadership, resources, and support necessary for safe operations
- Monitor overall program effectiveness and regulatory compliance

#### **4.2 Safety Manager**

- Develop, maintain, and communicate all safety procedures
- Conduct safety audits, training, and incident investigations
- Maintain documentation and regulatory records

#### **4.3 Supervisors**

- Enforce safety rules in the field and shop
- Conduct pre-job hazard assessments and daily briefings
- Address and correct unsafe behavior or conditions

#### **4.4 Employees**

- Follow all safety procedures and use PPE as required
- Report unsafe conditions or incidents immediately
- Participate in safety training and toolbox talks

### **Section 5: New Employee Safety Orientation**

All new hires must complete the Bluegrass Lawn Care Safety Orientation within their first 3 days. Topics covered include:

- Company safety policies and expectations
- PPE requirements and issuance
- Emergency procedures (fire, medical, weather)
- Reporting injuries and near misses
- Hazard identification and communication (including SDS awareness)
- Safe equipment operation basics
- Heat/cold stress prevention
- Working alone protocols
- Overview of job-specific safety programs (e.g., fall protection, LOTO, chemical safety)

Employees must sign a Safety Orientation Acknowledgment Form before starting field work.

Supervisors are responsible for reinforcing orientation content through ongoing observation and daily safety discussions.

## **Section 6: Hazard Identification and Controls**

### **6.1 Hazard Types**

- Physical (cuts, slips, struck-by)
- Environmental (heat, cold, allergens)
- Chemical (herbicides, fuels)
- Biological (ticks, insects)
- Equipment-related (blades, moving parts)

### **6.2 Hazard Control Hierarchy**

1. Elimination
2. Substitution
3. Engineering controls
4. Administrative controls
5. Personal protective equipment (PPE)

Supervisors will conduct Job Hazard Analyses (JHAs) as needed.

## **Section 7: Personal Protective Equipment (PPE)**

Minimum required PPE for fieldwork includes:

- High-visibility clothing or vest
- Safety glasses
- Work gloves
- Hearing protection (when using loud equipment)
- Work boots with slip-resistant soles
- Task-specific PPE (e.g., respirators, face shields) as required

PPE must be maintained in good condition and replaced if damaged or worn.

## **Section 8: Working Alone**

Employees may occasionally work alone during off-hours, on small job sites, or during travel.

### **Requirements when working alone:**

- Supervisor must be aware of the employee's location and expected return time
- The employee must carry a working phone or radio
- Check-in intervals must be established (e.g., hourly phone calls or text updates)
- For high-risk tasks (e.g., chemical handling), working alone is prohibited unless an exception is approved by a supervisor

If communication cannot be maintained, work must stop until safety can be assured.

## **Section 9: Heat and Cold Stress Prevention**

### **9.1 Heat Stress**

#### **Contributing factors:**

- High temperatures and humidity
- Direct sun exposure
- Heavy physical exertion

#### **Prevention:**

- Schedule work during cooler hours (early morning/late afternoon)

- Provide shaded rest areas
- Ensure access to **cool drinking water** at all times
- Encourage hydration breaks every 15–30 minutes
- Use cooling towels, hats, and light-colored clothing

**Symptoms of heat-related illness:**

- Dizziness, weakness, nausea, excessive sweating
- Confusion, slurred speech, or unconsciousness (heat stroke – medical emergency)

**Response:**

- Move to a shaded or air-conditioned space
- Apply cold compresses and provide water
- Call 911 if symptoms are severe

**9.2 Cold Stress**

**Contributing factors:**

- Prolonged exposure to freezing or wet conditions
- Inadequate clothing or wind chill

**Prevention:**

- Dress in layers, including windproof outerwear
- Take warm-up breaks in heated vehicles or buildings
- Wear gloves, hats, and waterproof boots
- Stay dry – wet clothing increases cold stress risk

**Symptoms of cold-related illness:**

- Shivering, numbness, pale skin
- Fatigue or confusion (hypothermia or frostbite)

**Response:**

- Move to warmth immediately
- Remove wet clothing and wrap in blankets
- Seek medical attention if symptoms persist

**Section 10: Equipment and Vehicle Safety**

- Only trained and authorized personnel may operate equipment
- Perform pre-use inspections daily
- Never bypass safety guards or disable safety features
- Secure trailers and tools before transport
- Use spotters or backup alarms as needed

**Section 11: Incident and Near-Miss Reporting**

All employees must report:

- Injuries and illnesses (no matter how minor)
- Equipment damage
- Property damage
- Near misses or unsafe acts

Supervisors must initiate an incident report and notify the Safety Manager within 24 hours. Investigations will focus on root causes and corrective actions, not discipline.

### **Section 12: Safety Training**

Training includes:

- New hire orientation
- Annual refresher training
- Task- or equipment-specific instruction
- Monthly toolbox talks
- Immediate retraining after any violation or near-miss

All training will be documented and kept on file for a minimum of three years.

### **Section 13: Emergency Preparedness**

Employees must be familiar with:

- Fire extinguisher use
- Emergency exits and rally points (fixed facilities)
- Severe weather protocols
- First aid and reporting procedures
- Use of 911 and emergency contacts

First aid kits and fire extinguishers are provided in each crew vehicle and at each fixed facility.

### **Section 14: Audits and Program Review**

- Supervisors will perform weekly jobsite safety checks
- Safety Manager will conduct quarterly audits of documentation, training, and PPE
- This program will be reviewed annually and updated as needed

### **Section 15: Disciplinary Policy**

Employees who violate safety policies may face:

- Verbal or written warnings
- Mandatory retraining
- Suspension or reassignment
- Termination for repeated or severe violations

# Back and Lifting Safety Program

## Section 1: Purpose

The purpose of this Back and Lifting Safety Program is to prevent back injuries and other musculoskeletal disorders by promoting proper lifting techniques, safe material handling practices, and employee awareness at Bluegrass Lawn Care. Back injuries are among the most common and costly workplace injuries and are largely preventable through training, posture awareness, and the use of appropriate lifting tools or team assistance.

## Section 2: Scope

This program applies to all employees who lift, carry, push, pull, or handle materials and equipment in the course of their work, including both field and office operations. It is relevant during landscaping tasks, loading and unloading vehicles, shop work, and general maintenance duties.

## Section 3: Responsibilities

### 3.1 Management

- Provide material handling equipment and lifting aids when necessary
- Promote a culture of safety and injury prevention
- Support training and corrective action following lifting-related incidents

### 3.2 Safety Manager

- Conduct training on lifting and back safety during new hire orientation and annually
- Evaluate high-risk tasks and recommend mechanical or administrative controls
- Investigate injuries related to manual handling and update procedures accordingly

### 3.3 Supervisors

- Monitor field and shop activities for unsafe lifting behaviors
- Reinforce correct lifting techniques during job briefings and toolbox talks
- Encourage team lifting and use of equipment when appropriate

### 3.4 Employees

- Use safe lifting practices at all times
- Ask for assistance or use tools when lifting heavy or awkward loads
- Report pain, discomfort, or unsafe material handling practices immediately

## Section 4: Lifting Hazards

Employees may face lifting-related risks during tasks such as:

- Moving landscape materials (mulch, stone, sod rolls)
- Lifting tools and equipment into or out of trailers and trucks
- Carrying heavy containers, fuel cans, or chemical products
- Repetitive bending, twisting, or lifting from awkward positions
- Unloading pallets or stacked materials

Poor technique, rushing, or ignoring fatigue can lead to sprains, strains, herniated discs, and long-term back problems.

## Section 5: Safe Lifting Techniques

Employees must follow these guidelines when lifting objects manually:

- **Plan the lift:** Know where you're going and clear a path in advance
- **Test the load:** Ensure it can be lifted safely before committing—seek help if unsure
- **Get close to the object:** Keep the load as close to your body as possible
- **Keep feet shoulder-width apart:** Provides balance and stability
- **Bend your knees, not your back:** Squat down to the load using your legs
- **Grip firmly:** Use full-hand grips, not just fingers
- **Lift slowly and smoothly:** Avoid jerking or twisting motions
- **Turn with your feet:** Never twist your torso while lifting or carrying
- **Set down carefully:** Use your legs to lower the load, keeping your back straight

### **Section 6: Additional Safe Practices**

- Use **mechanical aids** like dollies, carts, or wheelbarrows whenever possible
- Ask for a **team lift** when handling large, long, or uneven items
- Take regular **breaks** when doing repetitive lifting to avoid fatigue
- Store heavy items at **waist height** to reduce strain during retrieval
- Wear **supportive footwear** and maintain clear footing in work areas
- Avoid lifting in **wet, icy, or uneven conditions** that could cause slips

### **Section 7: Office and Administrative Lifting**

Even in the office, back injuries can occur when lifting boxes, moving supplies, or handling equipment. Office staff should:

- Avoid reaching or bending awkwardly to retrieve items from high or low shelves
- Store heavy boxes between knee and shoulder height
- Use carts or request assistance when transporting large or stacked loads
- Use correct lifting posture even for lighter items to reinforce good habits

### **Section 8: Injury Prevention and Early Reporting**

Early reporting of discomfort can prevent more serious injuries. Employees must:

- Report any back pain, strain, or lifting-related injury to their supervisor immediately
- Seek medical evaluation if symptoms persist or worsen
- Follow return-to-work restrictions or physical therapy guidelines if prescribed

Delayed reporting or continuing to work through pain may result in worsening conditions and longer recovery times.

### **Section 9: Training Requirements**

All employees will be trained on:

- Proper lifting techniques and ergonomics
- Hazard recognition related to manual material handling
- Use of mechanical aids and team lifting
- Reporting procedures for back-related injuries or discomfort

Training is required during onboarding and reviewed annually. Retraining will be provided following any lifting-related injury or observed unsafe practice. Training records will be maintained by the Safety Manager for a minimum of three years.

## **Section 10: Program Review**

This program will be reviewed annually by the Safety Manager or following any incident involving manual lifting or back strain. Updates will be communicated through safety meetings, job briefings, and toolbox talks.

# **Bloodborne Pathogens Exposure Control Program**

## **Section 1: Purpose**

The purpose of this Bloodborne Pathogens Exposure Control Program is to protect Bluegrass Lawn Care employees from the health hazards associated with exposure to blood and other potentially infectious materials (OPIM). This program is designed to minimize occupational exposure through engineering and administrative controls, personal protective equipment, and proper training, in accordance with OSHA's Bloodborne Pathogens Standard (29 CFR 1910.1030).

## **Section 2: Scope**

This program applies to all employees who, as part of their job duties, may be reasonably anticipated to come into contact with blood or OPIM, including during first aid administration, post-accident response, or cleanup of bodily fluids. It includes procedures for prevention, exposure response, medical evaluation, and employee training.

## **Section 3: Definitions**

- **Bloodborne Pathogens (BBPs):** Pathogenic microorganisms present in human blood that can cause disease (e.g., hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV)).
- **OPIM:** Other potentially infectious materials, including human body fluids such as saliva (in dental procedures), vomit with visible blood, or unfixed human tissue.
- **Exposure Incident:** A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or OPIM during the performance of an employee's duties.

## **Section 4: Responsibilities**

### **4.1 Management**

- Ensure that engineering controls, PPE, and training are provided at no cost to employees.
- Support medical evaluations and documentation as required by regulation.

### **4.2 Safety Manager**

- Maintain and update the written Exposure Control Plan annually.
- Coordinate training, recordkeeping, and post-exposure follow-up procedures.
- Provide access to HBV vaccination at no cost to covered employees.

### **4.3 Supervisors**

- Identify tasks with potential for exposure.
- Ensure PPE and cleanup kits are stocked and readily available.
- Respond to exposure incidents in accordance with company protocol.

#### **4.4 Employees**

- Follow all standard precautions and use provided PPE.
- Report exposure incidents immediately.
- Participate in training and medical monitoring as required.

#### **Section 5: Exposure Determination**

While routine landscaping work does not typically involve exposure to bloodborne pathogens, incidental exposure may occur during:

- Administering first aid or CPR
- Cleaning up blood or bodily fluids after an injury or medical incident
- Handling contaminated clothing or waste

Supervisors must evaluate job roles and ensure designated first responders or first aid-trained employees are covered by this program.

#### **Section 6: Standard Precautions and Controls**

##### **6.1 Universal Precautions**

Treat all blood and OPIM as if they are infectious. Avoid direct contact and use protective barriers.

##### **6.2 Engineering and Administrative Controls**

- First aid kits must include gloves, face shields, antiseptic wipes, and biohazard disposal bags.
- Disinfectants and spill cleanup kits must be accessible in vehicles and at job sites.
- Contaminated waste must be double-bagged, labeled, and disposed of properly.

##### **6.3 Personal Protective Equipment (PPE)**

Employees must wear the following when dealing with blood or OPIM:

- Disposable gloves
- Eye protection or face shields (if splash risk is present)
- Fluid-resistant clothing (as needed for large spills)

PPE must be disposed of after single use or properly cleaned if reusable.

#### **Section 7: Post-Exposure Evaluation and Follow-Up**

If an exposure incident occurs:

**Step 1:** Wash affected area with soap and water immediately; flush eyes or mucous membranes with clean water for 15 minutes.

**Step 2:** Notify the supervisor and Safety Manager.

**Step 3:** Complete an Incident Report and Exposure Incident Form.

**Step 4:** The Safety Manager will coordinate a confidential medical evaluation and follow-up with a licensed healthcare provider, including:

- Documentation of the exposure route and circumstances
- Identification and testing of the source individual (if consent is obtained)
- Hepatitis B vaccination series (if not already completed)
- Post-exposure prophylaxis and counseling as recommended

All medical records will be maintained in accordance with OSHA's confidentiality requirements.

### **Section 8: Hepatitis B Vaccination**

- Offered free of charge to employees identified as having occupational exposure.
- Must be made available within 10 days of assignment to a covered role.
- Employees may decline the vaccine but must sign a declination form.
- Declining employees can opt to receive the vaccine later at no cost.

### **Section 9: Training**

All employees with potential exposure will receive annual training covering:

- The risks of bloodborne pathogens
- Methods to prevent exposure
- Proper use and disposal of PPE
- Procedures for cleaning and decontamination
- Response steps for exposure incidents
- Explanation of the HBV vaccine and right to refuse

Training records will be maintained for at least three years.

### **Section 10: Recordkeeping**

The Safety Manager will maintain:

- Medical records for employees with occupational exposure (kept for duration of employment + 30 years)
- Training records for all covered employees (minimum of 3 years)
- Incident reports and follow-up documentation

All records will be maintained in a secure and confidential manner.

# Driving and Vehicle Safety Program

## Section 1: Purpose

The purpose of this Driving and Vehicle Safety Program is to ensure that all Bluegrass Lawn Care employees operate company vehicles and equipment in a safe, responsible, and compliant manner. This program is designed to prevent accidents, injuries, and property damage by outlining driver responsibilities, vehicle inspection protocols, and safe driving practices.

## Section 2: Scope

This program applies to all employees who operate company-owned vehicles, personal vehicles for company business, or trailers and mobile equipment used in field operations. It covers transportation of personnel, tools, and equipment to and from job sites as well as on-site vehicle use.

## Section 3: Responsibilities

### 3.1 Management

- Ensure only authorized and qualified employees operate vehicles.
- Provide proper vehicle maintenance and documentation.
- Enforce compliance with this program and respond to violations.

### 3.2 Safety Manager

- Maintain driver authorization records and motor vehicle reports (MVRs).
- Conduct periodic reviews of driving performance and incident trends.
- Ensure defensive driving training is provided as needed.

### 3.3 Supervisors

- Assign drivers based on license class, experience, and vehicle familiarity.
- Conduct spot checks and verify daily vehicle inspections are completed.
- Report unsafe behavior or incidents to the Safety Manager immediately.

### 3.4 Drivers/Employees

- Operate all vehicles safely and in accordance with applicable laws.
- Perform pre-trip inspections and report defects.
- Report accidents or vehicle damage immediately.
- Wear seat belts at all times and prohibit unauthorized passengers.

## Section 4: Driver Eligibility and Authorization

Employees must meet the following requirements to drive on company business:

- Possess a valid driver's license appropriate for the vehicle type
- Maintain a clean driving record (subject to MVR review)
- Complete required safety training and orientation
- Be listed on the company's authorized driver roster

Drivers with recent violations (e.g., DUI, reckless driving) may be disqualified at management's discretion.

## Section 5: Vehicle Operation Rules

All drivers must comply with the following operational standards:

- **Obey all traffic laws**, including speed limits and stop signs.
- **Use headlights** in low visibility conditions or when towing trailers.
- **Avoid distracted driving**—no texting, emailing, or holding phones while operating a vehicle.
- **Secure all equipment** and materials before driving.
- **Use spotters** or backup alarms when reversing in tight spaces or crowded areas.
- **Do not operate a vehicle under the influence** of drugs, alcohol, or prescription medications that impair function.

### **Section 6: Pre-Trip Vehicle Inspections**

Drivers must complete a pre-trip inspection at the start of each shift. Items to check include:

- Tires (inflation and tread condition)
- Brakes and lights (headlights, brake lights, signals)
- Mirrors and windshield condition
- Fluid levels (oil, coolant, windshield washer)
- Hitch connections and trailer safety chains
- Presence of required safety equipment (e.g., fire extinguisher, first aid kit)

Any defects must be reported to a supervisor before the vehicle is driven.

### **Section 7: Vehicle Maintenance and Repairs**

Company vehicles must be maintained in safe operating condition through regular service schedules. Drivers must:

- Report mechanical issues or unusual vehicle behavior promptly
- Never operate a vehicle known to be unsafe
- Not perform unauthorized repairs or modifications

Only trained and authorized personnel may perform maintenance on company vehicles.

### **Section 8: Accident and Incident Procedures**

In the event of a vehicle-related accident or incident:

**Step 1:** Ensure personal safety and check for injuries. Call 911 if needed.

**Step 2:** Move the vehicle to a safe location if possible.

**Step 3:** Contact the supervisor or on-call manager immediately.

**Step 4:** Exchange information with other parties and collect witness contact details.

**Step 5:** Take photographs of vehicle damage, license plates, and the scene.

**Step 6:** Complete a Vehicle Incident Report within 24 hours.

Supervisors will coordinate with the Safety Manager and insurance representatives for further investigation and documentation.

### **Section 9: Trailer and Equipment Transport Safety**

When towing or transporting equipment:

- Verify load is properly balanced and secured with straps or chains
- Check trailer lights and brake connections
- Use wheel chocks and stabilizers when parked
- Conduct a walk-around check before moving

- Avoid excessive speeds and sudden braking while towing

Only trained employees may tow trailers or operate vehicle-mounted equipment.

### **Section 10: Disciplinary Actions**

All driving incidents will be reviewed by management and the Safety Manager to determine appropriate corrective actions.

### **Section 11: Training Requirements**

All authorized drivers must receive training on:

- Safe driving practices and company vehicle policies
- Defensive driving techniques
- Trailer towing and load securement (if applicable)
- Accident response procedures

Training is conducted during new hire orientation and may be refreshed annually or after any incident. Documentation will be retained for a minimum of three years.

### **Section 12: Program Review**

This Driving and Vehicle Safety Program will be reviewed annually by the Safety Manager.

Updates will be made based on:

- Regulatory changes
- Incident trends
- Vehicle or equipment additions
- Employee feedback

All revisions will be communicated through toolbox talks and safety briefings.

# Electrical Safety Program

## **Section 1: Purpose**

The purpose of this Electrical Safety Program is to protect employees of Bluegrass Lawn Care from electrical hazards such as shock, electrocution, arc flash, and electrical fires. This program outlines safe work practices, responsibilities, and training requirements to ensure that all electrical tasks are conducted in accordance with OSHA 29 CFR 1910 Subpart S and applicable National Electrical Code (NEC) standards.

## **Section 2: Scope**

This program applies to all employees who use electrically powered tools or equipment, perform basic electrical maintenance, or may be exposed to electrical systems during landscaping operations, vehicle maintenance, or shop work. It includes both fixed and portable power sources used at company facilities and field job sites.

## **Section 3: Responsibilities**

### **3.1 Management**

- Provide equipment that meets applicable electrical safety standards.
- Ensure adequate training and tools are available.
- Support enforcement of safe electrical practices.

### **3.2 Safety Manager**

- Conduct hazard assessments and evaluate the need for electrical controls or PPE.
- Coordinate electrical safety training for all affected employees.
- Maintain documentation of inspections, training, and incidents.

### **3.3 Supervisors**

- Verify that only authorized personnel perform electrical maintenance.
- Enforce daily inspection of electrical tools and equipment.
- Remove damaged equipment from service and report hazards.

### **3.4 Employees**

- Inspect tools and cords before use.
- Follow all safe use practices and never bypass safety devices.
- Report electrical issues or shocks immediately.
- Do not perform electrical repairs unless trained and authorized.

## **Section 4: Common Electrical Hazards**

Electrical hazards employees may encounter include:

- Frayed cords, exposed wires, or damaged plugs
- Wet or damp conditions near electrical equipment
- Overloaded circuits or improper use of extension cords
- Use of tools without grounding or double insulation
- Contact with overhead or buried power lines

Hazards may result in electrical shock, burns, fires, or fatal injuries. All work must be performed with caution and in accordance with this program.

## **Section 5: Safe Work Practices**

### **5.1 Tool and Cord Safety**

- Inspect all electric and battery-powered tools daily.
- Use only cords rated for outdoor and heavy-duty use.
- Ensure grounding prongs are intact—never remove or bypass them.
- Disconnect tools before servicing, adjusting, or changing accessories.
- Use Ground Fault Circuit Interrupters (GFCIs) on all outdoor and wet-area outlets.

### **5.2 Wet Environment Restrictions**

- Never use electrical equipment in standing water.
- Dry hands and gloves before plugging/unplugging equipment.
- Use battery-powered tools when feasible in wet environments.

### **5.3 Extension Cord Use**

- Do not connect multiple extension cords (no “daisy-chaining”).
- Keep cords away from sharp edges, high-traffic areas, and heat sources.
- Uncoil cords fully to avoid overheating.
- Store cords properly to prevent kinks, wear, and moisture buildup.

### **5.4 Overhead and Underground Hazards**

- Maintain at least 10 feet of clearance from overhead power lines when operating ladders or tall equipment.
- Contact utility companies before digging in areas where underground electrical lines may be present.
- Use posted signage and barricades to mark identified electrical hazards on job sites.

## **Section 6: Electrical Equipment and Maintenance**

- Only trained and authorized personnel may service or repair electrical systems.
- Lockout/tagout (LOTO) procedures must be followed when servicing electrical equipment.
- Equipment showing signs of electrical malfunction (e.g., sparks, smoke, tripping breakers) must be removed from service immediately.

All shop and facility-based electrical work beyond plug-in tool maintenance must be evaluated and approved by the Safety Manager or licensed contractor.

## **Section 7: Personal Protective Equipment (PPE)**

Employees working with or near energized equipment must wear appropriate PPE, which may include:

- Electrical-rated gloves (rubber-insulated)
- Dielectric boots (if working in wet environments)
- Safety glasses or face shields for arc flash protection
- Flame-resistant (FR) clothing (for high-risk exposures only)

PPE must be regularly inspected, properly stored, and used in accordance with manufacturer and regulatory requirements.

## **Section 8: Training Requirements**

All employees who operate or work near electrical tools and equipment will receive training on:

- Electrical hazard recognition
- Safe tool use and cord handling
- GFCI usage and inspection
- Emergency response to electrical shock
- Limitations of PPE and inspection procedures
- Lockout/tagout awareness (if applicable)

**Training Schedule:**

- New hire orientation
- Annual refresher training
- After any electrical incident or when new tools are introduced

Training records must include attendee name, date, trainer, and topics covered, and be retained for at least three years.

**Section 9: Emergency Response Procedures**

If an electrical shock or burn occurs:

1. **Do not touch** the victim if they are still in contact with the electrical source.
2. **Shut off power** or remove the source using a non-conductive object.
3. **Call 911 immediately** and begin first aid/CPR if trained.
4. **Report the incident** to a supervisor and the Safety Manager.
5. **Preserve the scene** for investigation if the injury was serious.

All electrical injuries, no matter how minor, must be reported and investigated.

**Section 10: Program Review and Updates**

This Electrical Safety Program will be reviewed annually by the Safety Manager or after any electrical incident. Updates will be communicated through toolbox talks and incorporated into employee training.

Failure to follow this program may result in disciplinary action, retraining, or reassignment based on the severity of the violation.

# Emergency Action Plan (EAP)

## Section 1: Purpose and Scope

### 1.1 Purpose

The purpose of this Emergency Action Plan (EAP) is to protect employees, clients, contractors, and visitors from injury and property loss during emergency situations. This document establishes standardized procedures for responding to fires, medical emergencies, weather events, chemical exposures, workplace violence, utility failures, and other emergencies that may arise at Bluegrass Lawn Care's worksites and facilities.

### 1.2 Scope

This plan applies to all Bluegrass Lawn Care personnel, whether stationed at company facilities, operating equipment yards, or working in the field on client properties. It is designed to ensure that employees understand:

- What types of emergencies may occur;
- How to respond safely and effectively;
- Who to report to and how to communicate during an emergency;
- Where to evacuate or shelter;
- What post-emergency procedures are required.

This EAP complies with Occupational Safety and Health Administration (OSHA) requirements outlined in 29 CFR 1910.38 and has been adapted to comply with additional federal, state, and local regulations as applicable to mobile landscaping operations.

## Section 2: Responsibilities

### 2.1 Management Responsibilities

- Maintain and annually review the Emergency Action Plan.
- Identify potential emergencies based on hazard assessment.
- Provide and document regular training for all employees.
- Designate emergency coordinators and ensure resources are available for response (e.g., first aid kits, extinguishers, radios).
- Conduct and document emergency drills.
- Coordinate with local emergency response agencies as needed.

### 2.2 Safety Manager Responsibilities

- Implement and enforce all aspects of the EAP.
- Evaluate emergency response drills and real-life incidents.
- Maintain training records and incident logs.
- Maintain current Safety Data Sheets (SDS) and ensure availability in field kits.
- Coordinate with crew leaders and supervisors to ensure emergency preparedness at all worksites.

### 2.3 Supervisors and Crew Leaders

- Ensure all employees under their supervision are familiar with site-specific emergency procedures.

- Lead evacuations or shelter-in-place actions.
- Conduct pre-job briefings that include emergency contact numbers, rally point location, and nearby shelter options.
- Carry emergency contact cards and first aid supplies.
- Account for all employees during and after emergencies.

## **2.4 Employees**

- Comply with all training requirements and participate in drills.
- Report all incidents and unsafe conditions immediately.
- Follow instructions during emergencies without delay.
- Maintain awareness of surroundings, emergency contacts, and exit procedures for any site they are working on.

## **Section 3: Emergency Training**

### **3.1 General Training Protocol**

- **New Hire Training:** All new hires must complete emergency response training as part of onboarding.
- **Annual Refresher Training:** All employees are required to complete annual emergency preparedness training.
- **Jobsite-Specific Training:** Prior to work on a new site, crew leads must review the closest hospital/clinic, emergency contact details, and location-specific hazards.

### **3.2 Required Topics**

- Evacuation routes and assembly areas
- Communication procedures (verbal, electronic, radio)
- Use of fire extinguishers (for authorized personnel)
- First Aid/CPR/AED usage
- Emergency shutdown procedures for powered equipment
- Recognizing and responding to signs of heat stroke, electrical shock, or hazardous material exposure
- How to access and interpret Safety Data Sheets (SDS)

### **3.3 Documentation and Records**

- Sign-in sheets and acknowledgment forms are collected for each training event.
- Documentation is retained for a minimum of three years in the safety department's shared database.

## **Section 4: Types of Potential Emergencies and Required Responses**

### **4.1 Fire**

**Indicators:** Smoke, flames, or electrical burning smells.

**Immediate Actions:**

- Activate nearest fire alarm or verbally alert others.
- Evacuate the area immediately using designated exits.
- Shut down powered equipment only if safe.

- Do not re-enter until authorized by emergency personnel. **Post-Incident:** Supervisor to complete incident report and notify Safety Manager.

#### 4.2 Medical Emergency

**Indicators:** Loss of consciousness, visible injury, unresponsiveness, allergic reaction, etc.

**Immediate Actions:**

- Call 911 and report the location and nature of the emergency.
- Trained responders may administer first aid or CPR.
- Assign one person to meet emergency responders and direct them to the victim.
- Secure the area to avoid further injury.

#### 4.3 Severe Weather

**Events Covered:** Thunderstorms, high winds, tornados, hail, extreme heat.

**Shelter-in-Place Procedures:**

- Office staff should move to an interior room without windows.
- Field crews must seek shelter in a secure structure or vehicle.
- Cease outdoor activities during lightning or hail events. **Post-Event:** Conduct roll call and assess for injuries and damage.

#### 4.4 Hazardous Substance Release

**Materials:** Gasoline, herbicides/pesticides, solvents, etc.

**Immediate Actions:**

- Evacuate the area and isolate the hazard.
- Refer to the SDS for the substance involved.
- Use spill kits and PPE if trained and safe to do so.
- Notify Safety Manager and local authorities if necessary.

#### 4.5 Vehicle Accident (Company-Owned or While On Duty)

**Immediate Actions:**

- Ensure safety; move vehicles off-road if possible.
- Activate hazard lights.
- Call 911 if injuries are present.
- Notify supervisor and document the scene (photos, names, license plates).

#### 4.6 Workplace Violence or Threatening Behavior

**Indicators:** Physical altercations, threats, weapons, extreme aggression.

**Immediate Actions:**

- Exit the area safely and call 911.
- Do not confront the individual unless absolutely necessary.
- Alert other staff quietly or through emergency radio/code word if used. **Post-Incident:** Management to initiate employee support resources and disciplinary action if warranted.

#### 4.7 Utility Emergencies

**Scenarios:** Gas leaks, power outages, downed power lines.

**Immediate Actions:**

- Do not attempt to shut off utilities unless trained and authorized.

- Evacuate if there is risk of explosion or electrical shock.
- Contact utility provider and notify supervisor immediately.

## **Section 5: Evacuation and Assembly Procedures**

### **5.1 Evacuation Routes**

- Clearly marked evacuation routes are posted at all fixed facilities.
- Field crews are briefed daily on local exits and rally points.

### **5.2 Assembly Areas**

- All employees must report to designated rally points located at least 50 feet away from the affected structure or equipment.
- Supervisors conduct headcounts immediately upon assembly.
- Missing personnel must be reported to emergency responders without delay.

### **5.3 Re-entry Procedures**

- No employee may re-enter an evacuated area until the all-clear is given by emergency personnel or management.

## **Section 6: Communication Protocols**

- Emergency contact cards are issued to each employee.
- Field supervisors carry two-way radios or cell phones at all times.
- Emergency contact lists, including local hospitals and poison control, are maintained on the company intranet and in each work truck.
- For major incidents, company-wide alerts may be sent via SMS or group messaging apps as needed.

## **Section 7: Drills and Plan Evaluation**

### **7.1 Drill Frequency**

- Fire and evacuation drills are conducted semi-annually at each fixed facility.
- Emergency response exercises (e.g., spill containment, CPR practice) are conducted annually for field crews.

### **7.2 Post-Drill Review**

- Drills are followed by a review session to identify gaps or weaknesses.
- Written evaluations are submitted to the Safety Manager.

### **7.3 Plan Review and Revision**

- The Emergency Action Plan is reviewed at least annually or following any emergency incident.
- Updated plans are distributed to all employees with mandatory acknowledgment.

## **Section 8: Recordkeeping and Compliance**

- All emergency incidents are documented using Bluegrass Lawn Care's incident report form and submitted to the Safety Department within 24 hours.
- The Safety Manager is responsible for maintaining:
  - Training logs
  - Incident reports
  - Drill evaluations

- SDS files
- This EAP is aligned with OSHA 29 CFR 1910.38 and adapted for compliance with any applicable state-level OSHA programs, Department of Transportation (DOT) vehicle requirements, and EPA regulations for hazardous substances.

# Emergency Response Plan for Environmental Accidents

## 1. Purpose

This Emergency Response Plan (ERP) is designed to outline immediate actions to be taken in the event of an environmental accident involving hazardous materials, chemical spills, fuel leaks, pesticide/fertilizer exposure, or any incident that may negatively impact the environment. The goal of this plan is to:

- Minimize environmental damage caused by spills or leaks.
- Ensure employee and public safety.
- Maintain compliance with environmental laws and regulations (EPA, OSHA, and local ordinances).
- Provide clear guidelines for responding to and reporting environmental accidents.

## 2. Scope

This plan applies to all Bluegrass Lawncare of STL employees handling:

- Fertilizers, pesticides, and herbicides.
- Fuel and oil for equipment and vehicles.
- Cleaning agents and other chemicals used in lawn care operations.
- Waste disposal and runoff management at job sites.

It covers all work locations, including customer properties, public spaces, and company facilities.

## 3. Emergency Response Procedures

### 3.1. Immediate Actions for Chemical Spills

If a spill occurs, follow these four steps (S.T.O.P.):

S – Secure the Area

1. Evacuate unnecessary personnel from the area.
2. Isolate the spill using absorbent materials or barriers (e.g., sandbags, booms).
3. If indoors, shut off HVAC systems to prevent air contamination.

T – Take Safety Precautions

1. Wear appropriate Personal Protective Equipment (PPE) (gloves, goggles, respirators).
2. Identify the spilled material using the container label or SDS (Safety Data Sheet).
3. Determine the spill size and risk (small, medium, large).

O – Organize Containment & Cleanup

1. For small spills (<1 gallon):
  - Use absorbent materials (e.g., kitty litter, spill pads).
  - Place contaminated materials in a sealed hazardous waste container.
2. For medium spills (1-5 gallons):
  - Use spill kits to contain and neutralize the spill.
  - Notify a supervisor or designated spill response personnel.
3. For large spills (>5 gallons) or hazardous chemical exposure:
  - Call 911 and notify EPA or local environmental agencies if required.
  - Evacuate the area and restrict access.

- Deploy spill containment barriers to prevent runoff.

**P – Properly Report the Incident**

1. Immediately notify a supervisor and the designated Environmental Compliance Officer.
2. Log the incident in the Spill Response Report.
3. Determine if external agencies need to be notified (EPA, local authorities, fire department).

**3.2. Emergency Actions for Fuel & Oil Leaks**

- Turn off the engine if the leak is from equipment or a vehicle.
- Prevent the fuel from spreading using absorbent materials.
- If near water sources or storm drains, deploy containment barriers to prevent runoff.
- Dispose of contaminated materials properly—never wash fuel or oil into the ground.
- Report the leak to management and environmental authorities if required.

**3.3. Emergency Actions for Pesticide/Fertilizer Incidents**

- Stop application immediately if there is a spill or drift to unintended areas.
- Evacuate any affected personnel or bystanders.
- Use absorbent or neutralizing materials (such as clay or sand) to contain liquid spills.
- For dry spills, sweep up material carefully and dispose of it as hazardous waste.
- If contamination occurs on skin or eyes, follow first aid measures in SDS and seek medical help if needed.
- Report the incident to management and follow notification requirements for environmental agencies.

**4. Emergency Contacts**

Contact	Phone Number	Responsibilities
Emergency Services (Fire, EMS, Police)	911	Life-threatening situations
Poison Control Center	1-800-222-1222	Chemical exposure emergencies
Environmental Protection Agency (EPA)	(314) 539-3422	Major spills, environmental damage
Local Fire Department (Hazmat Response)	(314) 291-6670	Hazardous material response
Company Safety Officer	Bryon DeLong (314) 914-4580	Internal incident coordination
Supervisor On-Call	Blake Bettey (314) 637-7229	First response leadership

**5. Reporting & Investigation**

- All spills or environmental incidents must be documented in the Environmental Incident Report.

- The Safety Officer or Supervisor must investigate the cause and determine corrective actions.
- If required by law, reports must be filed with local, state, or federal agencies within the required timeframe.

## **6. Prevention & Training**

To prevent environmental accidents, Bluegrass Lawncare of STL will:

- Train all employees annually on spill response procedures, proper chemical handling, and environmental regulations.
- Provide spill kits and PPE at all job sites and in company vehicles.
- Conduct regular inspections of chemical storage, equipment, and fueling areas.
- Implement best management practices (BMPs) for stormwater runoff control and waste disposal.

# Ergonomics Program for Office and Field Work

## Section 1: Purpose

The purpose of this Ergonomics Program is to reduce the risk of musculoskeletal disorders (MSDs), fatigue, and repetitive strain injuries among Bluegrass Lawn Care employees performing both office-based and field-related tasks. This program establishes ergonomic best practices, training, and responsibilities to promote employee comfort, efficiency, and long-term physical health in all work environments.

## Section 2: Scope

This program applies to all Bluegrass Lawn Care employees, including administrative staff working in office settings and field crews engaged in landscaping, maintenance, equipment operation, and manual labor. It provides guidance on proper body mechanics, equipment setup, and injury prevention for a wide range of physical demands.

## Section 3: Responsibilities

### 3.1 Management

- Provide appropriate ergonomic tools and equipment (e.g., chairs, tools, gloves).
- Address employee ergonomic concerns and accommodate reasonable modifications.
- Support training and compliance with ergonomic standards.

### 3.2 Safety Manager

- Conduct ergonomic evaluations for office and field tasks as needed.
- Maintain training records and investigate ergonomic-related discomfort reports.
- Monitor trends and recommend equipment upgrades or procedural changes.

### 3.3 Supervisors

- Observe employees for signs of strain or improper posture.
- Reinforce safe lifting and tool handling practices.
- Ensure field crews take breaks as needed to avoid repetitive motion fatigue.

### 3.4 Employees

- Follow ergonomic guidelines for workstation setup, lifting, and tool use.
- Report early signs of discomfort, strain, or pain.
- Participate in training and communicate any ergonomic challenges promptly.

## Section 4: Office Ergonomics

Employees working in an office environment must arrange their workstations to minimize strain on the neck, back, wrists, and eyes.

Key office ergonomic practices include:

- Position the computer monitor at eye level, approximately 20–30 inches from the face.
- Sit with feet flat on the floor or supported by a footrest.
- Keep knees at a 90-degree angle with thighs parallel to the floor.
- Use a chair that supports the lower back and allows adjustments for height and tilt.
- Keep wrists in a neutral position when typing—use a keyboard tray or wrist rest if needed.

- Place the mouse within easy reach and at the same height as the keyboard.
- Avoid prolonged sitting—take microbreaks every 30–60 minutes to stand, stretch, or walk.
- Ensure adequate lighting to reduce eye strain and glare.

### **Section 5: Field Ergonomics**

Field work involves physical labor that may include lifting, bending, kneeling, reaching, and use of powered or hand tools. Preventing injury requires good body mechanics and task planning.

Key field ergonomic practices include:

- Use proper lifting techniques:
  - Bend at the knees, not the waist
  - Keep loads close to the body
  - Avoid twisting while lifting—pivot with your feet
  - Get help with heavy or awkward loads
- Use ergonomic tools when available:
  - Lightweight trimmers, blowers, or shovels with padded or curved handles
  - Adjustable harnesses or shoulder straps to reduce strain
  - Vibration-dampening gloves for extended power tool use
- Rotate tasks to reduce repetitive motion exposure.
- Use knee pads or mats when kneeling on hard or uneven surfaces.
- Take short stretch or recovery breaks during prolonged physical tasks.
- Store frequently used tools and supplies at waist height to reduce overreaching.
- Use wheelbarrows or carts to move heavy materials instead of carrying them by hand.

### **Section 6: Early Reporting and Response**

Employees are encouraged to report early symptoms of musculoskeletal discomfort or fatigue, including:

- Soreness or aching in the hands, wrists, shoulders, neck, or back
- Tingling or numbness
- Reduced grip strength or coordination
- Joint stiffness or limited range of motion

Early reporting allows the Safety Manager to assess the task or workstation and recommend adjustments before the issue becomes a serious injury.

Supervisors must take all reports seriously and follow up promptly with the Safety Manager to evaluate and address ergonomic hazards.

### **Section 7: Training Requirements**

All employees will receive training on:

- Recognizing signs of ergonomic stress or injury
- Safe lifting and body mechanics
- Proper workstation setup and posture (office workers)
- Ergonomic tool use and task modification (field workers)
- Reporting procedures for ergonomic concerns or injuries

Training will be provided during onboarding and refreshed annually or after any ergonomic-related incident. Training records will be maintained for a minimum of three years.

**Section 8: Program Review**

This Ergonomics Program will be reviewed annually by the Safety Manager and revised as needed based on employee feedback, incident trends, or advancements in ergonomic tools and practices. Updates will be communicated during safety meetings and job briefings.

# Fall Protection Plan

## Section 1: Purpose and Scope

### 1.1 Purpose

The purpose of this Fall Protection Plan is to minimize the risk of slips, trips, and falls during ground-level and low-elevation tasks performed by Bluegrass Lawn Care personnel. This plan outlines safe practices for working on uneven surfaces, near retaining walls, loading and unloading equipment from trucks and trailers, and using step ladders or short extension ladders for routine tasks.

### 1.2 Scope

This plan applies to all employees whose work involves walking or working on uneven or unstable surfaces, stepping on or off equipment or trailers, climbing into truck beds, using low-reach ladders, or operating on hillsides and retaining walls. The procedures outlined align with applicable OSHA standards, including 29 CFR 1910 Subpart D (Walking-Working Surfaces), and are intended to prevent common fall-related injuries in the landscaping industry.

## Section 2: Responsibilities

### 2.1 Management

- Ensure all employees are trained on fall prevention practices relevant to landscaping.
- Provide suitable ladders, steps, mats, and anti-slip footwear where necessary.
- Identify and mitigate fall hazards through routine inspections and hazard assessments.
- Maintain documentation of training and incident reports.

### 2.2 Safety Manager

- Conduct hazard assessments specific to each worksite and task.
- Recommend controls for areas with tripping, slipping, or falling hazards.
- Monitor inspection and maintenance of trailers, ramps, and ladders.
- Review all fall-related incidents and implement corrective actions.

### 2.3 Supervisors and Crew Leaders

- Conduct daily visual inspections of work areas and equipment for potential hazards.
- Ensure employees are wearing appropriate footwear and using equipment correctly.
- Reinforce proper lifting, stepping, and climbing practices.
- Report all incidents or near-misses promptly to the Safety Manager.

### 2.4 Employees

- Use caution when walking or working on sloped or uneven ground.
- Maintain awareness of surroundings and potential trip hazards (tools, cords, holes, etc.).
- Step safely on and off trailers or vehicles using three points of contact.
- Use ladders properly and only for approved tasks.
- Report unsafe conditions immediately.

## Section 3: Hazard Identification

### 3.1 Common Fall-Related Hazards in Landscaping

- Working near retaining walls, curbs, or steep terrain

- Slipping on wet grass, mud, or mulch
- Tripping over tools, hoses, or ground-level obstacles
- Stepping on or off trailers or truck beds
- Climbing short ladders to access signs, shrubs, or low-elevation fixtures
- Unsecured ramps or walkboards used for loading equipment

### **3.2 Job Hazard Analysis (JHA)**

Supervisors shall conduct a Job Hazard Analysis for any task where:

- The terrain is unstable, sloped, or obstructed
- Equipment requires loading/unloading
- There is any risk of slipping or tripping on walking surfaces

Findings must be discussed with the team during daily safety briefings.

## **Section 4: Fall Prevention Methods and Safe Work Practices**

### **4.1 Ground-Level Controls**

- Keep walkways and work areas clear of tools, debris, and equipment.
- Use slip-resistant mats or materials in wet or high-traffic areas (e.g., trailer steps).
- Slow down when walking on wet grass, mulch, or steep slopes.
- Avoid walking backward or turning abruptly on uneven ground.

### **4.2 Use of Ladders (Step Ladders and Short Extensions Only)**

- Use only ladders rated for commercial use and maintained in good condition.
- Set ladders on firm, level ground.
- Maintain three points of contact when climbing.
- Do not stand on the top step or use ladders for access above shoulder height unless trained.
- Ladders must be inspected regularly and stored securely when not in use.

### **4.3 Truck and Trailer Safety**

- Always use designated steps or platforms when entering/exiting truck beds or trailers.
- Do not jump off equipment or trailers.
- Ensure ramps are secured before use.
- Use assistance when loading heavy or awkward equipment.

## **Section 5: Required Equipment**

- Work boots with non-slip soles (required for all crew members)
- Safety cones or barrier tape to mark hazards near curbs or drop-offs
- Step stools or short ladders where low elevation access is required
- Wheel chocks and trailer stabilizers to prevent shifting or movement
- Handrails or grab handles (when available) on trailers or trucks

## **Section 6: Training Requirements**

### **6.1 Training Content**

All employees must receive training on:

- Identifying slip, trip, and low-elevation fall hazards
- Proper techniques for stepping on/off vehicles and equipment

- Safe use of ladders and portable steps
- Housekeeping standards to prevent ground-level hazards
- Reporting procedures for fall hazards or incidents

## **6.2 Training Schedule**

- Conducted during new hire onboarding
- Reviewed annually with all staff
- Refresher training provided following a fall-related incident

## **6.3 Documentation**

All training will be documented and retained for a minimum of three years. Records include the date of training, trainer name, topics covered, and employee signatures.

## **Section 7: Incident Response**

### **7.1 Immediate Actions**

- In the event of a fall, assess for injury and call emergency services if necessary.
- Provide first aid if trained and safe to do so.
- Secure the area to prevent additional hazards.

### **7.2 Reporting and Investigation**

- All falls, even minor ones, must be reported to the supervisor immediately.
- The Safety Manager will investigate to determine root cause and implement corrective measures.
- An incident report must be completed within 24 hours.

## **Section 8: Inspections and Maintenance**

- Supervisors shall inspect walkways, loading areas, and frequently accessed terrain each day.
- Equipment such as ramps, ladders, and trailer steps must be inspected weekly or before use.
- Damaged or worn equipment must be taken out of service until repaired or replaced.

## **Section 9: Plan Review**

This Fall Protection Plan will be reviewed annually by the Safety Manager and updated as needed. Updates will be communicated during toolbox talks, safety meetings, and team briefings.

# General Housekeeping Safety Program

## Section 1: Purpose

The purpose of this General Housekeeping Safety Program is to maintain clean, organized, and hazard-free work environments across all Bluegrass Lawn Care facilities, job sites, vehicles, and equipment areas. Proper housekeeping is essential to preventing slips, trips, falls, fire hazards, equipment damage, and unnecessary clutter that can impede safe and efficient operations.

## Section 2: Scope

This program applies to all employees working in offices, shops, warehouses, vehicles, and outdoor job sites. It establishes the expectations and responsibilities for maintaining a clean and orderly workspace and outlines procedures for the safe storage and disposal of materials.

## Section 3: Responsibilities

### 3.1 Management

- Ensure proper cleaning supplies, waste containers, and storage systems are available
- Support employee accountability by incorporating housekeeping into daily operations
- Address housekeeping deficiencies noted during audits or inspections

### 3.2 Safety Manager

- Include housekeeping evaluations in safety inspections and jobsite audits
- Provide training on safe material storage, spill response, and waste handling
- Investigate housekeeping-related incidents and recommend corrective actions

### 3.3 Supervisors

- Enforce housekeeping practices in daily tasks and routines
- Assign clean-up responsibilities at the end of shifts or projects
- Ensure tools and equipment are returned to designated storage after use

### 3.4 Employees

- Keep personal and shared work areas clean and organized
- Dispose of trash and recyclables in designated containers
- Report spills, damaged flooring, or trip hazards immediately
- Return tools, cords, and materials to their proper place after use

## Section 4: Housekeeping Best Practices

Work areas must be maintained with the following principles:

- Keep walkways, aisles, and doorways clear of tools, hoses, or debris
- Remove trash, packaging, and scrap materials regularly throughout the day
- Store flammable and combustible materials in labeled, approved containers
- Place cords and cables along walls or overhead when feasible—never across walking paths
- Clean up oil, fuel, or chemical spills immediately and dispose of absorbents properly
- Stack materials neatly and securely to prevent tipping, rolling, or collapse
- Keep exits and access to fire extinguishers, eyewash stations, and electrical panels unobstructed

### **Section 5: Vehicles and Equipment**

- Clean out debris, trash, and unused tools from trucks, trailers, and equipment daily
- Secure fuel cans, landscaping tools, and materials to prevent shifting during transport
- Remove dirt and grass buildup from mowers, blowers, and other machinery at the end of each day
- Sweep out trailers regularly to prevent buildup of flammable materials or slipping hazards

### **Section 6: Office and Break Areas**

- Keep desktops and walkways free of clutter and power cords
- Store food in designated areas and clean up spills in refrigerators or microwaves
- Dispose of food waste daily to prevent pests
- Maintain clear access to first aid kits, exits, and fire extinguishers

### **Section 7: Training and Accountability**

All employees will receive training on general housekeeping procedures as part of new hire orientation and during annual safety refreshers. Topics include:

- Spill prevention and cleanup
- Waste disposal and recycling procedures
- Safe material storage and stacking
- Trip hazard awareness
- Clean-up expectations for end-of-shift and job completion

Housekeeping will be reinforced through daily toolbox talks, weekly inspections, and regular reminders from supervisors. Deficiencies may result in retraining or disciplinary action if not corrected.

### **Section 8: Program Review**

This program will be reviewed annually by the Safety Manager and updated as needed based on inspections, employee feedback, or incidents involving poor housekeeping. Revisions will be communicated during safety meetings and posted in common areas.

# Health, Safety, and Environmental (HSE) Communication Program

## 1. Purpose

The purpose of this Health, Safety, and Environmental (HSE) Communication Program is to ensure that all employees of Bluegrass Lawncare of STL are well-informed about company policies, safety protocols, and environmental best practices. This program aims to:

- Foster a strong safety culture by keeping employees engaged in HSE initiatives.
- Provide clear and consistent communication about workplace hazards and safety requirements.
- Ensure compliance with OSHA, EPA, and other regulatory standards.
- Encourage employee participation and feedback in improving workplace safety and environmental responsibility.

## 2. Scope

This program applies to all employees, supervisors, and management at Bluegrass Lawncare of STL. It covers all work locations, including customer job sites, company facilities, and public spaces where lawn care operations are conducted.

## 3. HSE Communication Methods

### 3.1. New Employee Orientation

All new hires receive a comprehensive safety orientation that includes:

- Company HSE policies and expectations.
- Personal Protective Equipment (PPE) requirements.
- Hazard Communication (HazCom) and access to Safety Data Sheets (SDS).
- Emergency response procedures.
- Environmental protection and chemical handling best practices.

Each new hire must sign an acknowledgment form confirming they have received and understood the orientation materials.

### 3.2 Job Specific Training

Employees will receive hands-on, job-specific safety training based on their assigned tasks, which may include:

- Lawnmower safety and maintenance.
- Chainsaw and power tool handling.
- Heat stress prevention and hydration protocols.
- Safe lifting techniques and ergonomics.
- Traffic safety for roadside work.
- Environmental protection measures (spill prevention, chemical runoff control).

### 3.3. Safety Meetings and Toolbox Talks

- Monthly Safety Meetings
  - Held on the first Monday of every month to cover key HSE topics and updates.

- Includes incident reviews, new safety policies, and employee feedback sessions.
- Attendance is mandatory, and employees must sign an attendance sheet.
- Weekly Toolbox Talks
  - Conducted every Monday before work shifts to address immediate workplace hazards.
  - Topics include seasonal risks, equipment safety, and job-specific hazards.
  - Supervisors lead the discussions, and participation is required.

### **3.4. HSE Bulletin Boards and Digital Communications**

- Physical bulletin boards are placed in high-traffic areas, such as break rooms and equipment storage areas, to display:
  - HSE policies and updates.
  - Emergency contact information.
  - Incident reports and lessons learned.
  - Recognition for employees demonstrating outstanding safety practices.
- Digital communication, including emails, text messages, or app notifications, will be used to distribute:
  - Immediate safety alerts and hazard warnings.
  - Upcoming training sessions and meetings.
  - Industry updates and regulatory compliance changes.

### **3.5. Incident Reporting and Employee Feedback**

Employees are encouraged to report hazards, near-misses, and safety concerns without fear of retaliation.

Reporting methods include:

- Speaking directly to a supervisor or HSE representative.
- Submitting an anonymous safety suggestion via the HSE suggestion box.
- Completing a Near-Miss and Hazard Report Form, available in break areas and digital platforms.

Follow-up Process:

- Reports are reviewed within 24 hours.
- Corrective actions are implemented as needed.
- Updates and resolutions are communicated to employees to ensure transparency and accountability.

### **3.6. Emergency Drills and Environmental Awareness**

- Semi-annual emergency drills, including fire, chemical spills, and severe weather response, are conducted to reinforce preparedness.
- Employees receive periodic environmental training on:
  - Proper chemical handling and spill response.
  - Waste disposal and runoff prevention techniques.
  - Sustainable practices in lawn care operations.

## **4. Employee Responsibilities**

All employees are expected to:

- Attend all required safety meetings and training sessions.
- Follow company HSE policies and best practices.
- Wear appropriate PPE and use equipment safely.
- Report hazards, near-misses, and environmental concerns.
- Participate in drills and emergency preparedness activities.

## **5. Supervisor and Management Responsibilities**

Supervisors and managers must:

- Ensure employees receive and understand HSE policies.
- Conduct regular safety meetings and toolbox talks.
- Maintain open communication about safety concerns.
- Investigate accidents and near-miss incidents promptly.
- Lead by example in promoting a culture of safety.

## **6. Recordkeeping and Program Evaluation**

- Training records are maintained for all employees.
- Meeting attendance logs and incident reports are reviewed monthly.
- Annual evaluations of the HSE Communication Program ensure it remains effective and relevant.

# Heat and Cold Stress Prevention Program

## Section 1: Purpose

The purpose of this Heat and Cold Stress Prevention Program is to protect Bluegrass Lawn Care employees from the dangers associated with working in extreme temperatures. This program outlines procedures to recognize, prevent, and respond to both heat- and cold-related illnesses and injuries, and ensures that safety measures are implemented during seasonal weather conditions.

## Section 2: Scope

This program applies to all Bluegrass Lawn Care employees working outdoors or in environments exposed to high heat, humidity, or cold temperatures. It is applicable to field crews, vehicle operators, and maintenance staff and is intended to reduce the risk of environmental stress injuries on the job.

## Section 3: Responsibilities

### 3.1 Management

- Provide shaded or heated break areas, water, and appropriate personal protective equipment (PPE) for thermal protection.
- Ensure employees are trained in the signs, symptoms, and prevention of heat and cold stress.
- Adjust work schedules during extreme weather conditions when feasible.

### 3.2 Safety Manager

- Monitor temperature conditions and issue alerts during high-risk weather events.
- Conduct and document annual training on this program.
- Investigate temperature-related incidents and update procedures accordingly.

### 3.3 Supervisors

- Ensure crews take regular breaks and follow hydration or warm-up protocols.
- Observe workers for signs of heat or cold stress and intervene when necessary.
- Confirm availability of water, shelter, and appropriate seasonal gear.

### 3.4 Employees

- Follow supervisor instructions related to weather safety.
- Wear appropriate clothing for hot or cold environments.
- Stay hydrated and report any symptoms of temperature-related illness.

## Section 4: Heat Stress

### 4.1 Risk Factors

- High temperatures and humidity
- Direct sunlight and lack of air movement
- Heavy physical exertion
- Non-breathable or dark-colored clothing
- Lack of acclimatization or rest breaks

### 4.2 Symptoms

- Early symptoms: heavy sweating, fatigue, dizziness, nausea, headache
- Severe symptoms: confusion, hot dry skin, fainting, seizures, unconsciousness

#### 4.3 Prevention

- Schedule physically demanding work during early morning or late afternoon.
- Provide shaded or air-conditioned break areas.
- Ensure drinking water is available on all job sites.
- Encourage hydration every 15–30 minutes (minimum 1 quart per hour).
- Require breathable, light-colored clothing and cooling towels when appropriate.
- Use a buddy system to monitor for signs of heat illness.
- Gradually increase workloads for new or returning workers over 7–14 days.

#### 4.4 Emergency Response

- Move the affected employee to a shaded or cool location.
- Remove excess clothing and apply cold compresses.
- Provide small sips of water if the person is conscious and alert.
- Call 911 immediately if the person becomes confused, unresponsive, or shows signs of heat stroke.

### **Section 5: Cold Stress**

#### 5.1 Risk Factors

- Prolonged exposure to low temperatures, wind, or wet conditions
- Inadequate protective clothing or footwear
- Immersion in cold water or damp clothing
- Physical fatigue or medical conditions such as dehydration

#### 5.2 Symptoms

- Mild: shivering, numbness in extremities, pale skin, fatigue
- Severe: slurred speech, drowsiness, confusion, loss of coordination (hypothermia)
- Localized: hard, waxy, or white skin (frostbite)

#### 5.3 Prevention

- Dress in layers: moisture-wicking base, insulating mid-layer, waterproof outer layer
- Wear insulated gloves, hats, neck coverings, and waterproof boots
- Take frequent warm-up breaks in heated trucks or buildings
- Keep clothing dry—replace wet garments immediately
- Provide warm fluids for hydration (no caffeine or alcohol)

#### 5.4 Emergency Response

- Move the affected individual to a warm, dry area immediately
- Remove wet clothing and wrap in warm, dry blankets
- Apply warm packs to armpits, neck, and groin if trained to do so
- Call 911 for signs of hypothermia or suspected frostbite

### **Section 6: Training**

All employees will receive annual training on heat and cold stress prevention during orientation and refresher training sessions. Topics will include:

- Recognition of signs and symptoms of environmental stress
- Hydration and clothing recommendations
- Prevention strategies and acclimatization practices
- Proper use of break areas and PPE
- Emergency response and first aid procedures

Training records will be maintained by the Safety Manager and retained for a minimum of three years.

### **Section 7: Program Review**

This program will be reviewed annually by the Safety Manager and revised based on environmental conditions, incident data, or regulatory changes. Updates will be communicated during safety meetings and toolbox talks, and enforced in daily crew briefings.

# Hot Work Safety Program

## Section 1: Purpose and Scope

### 1.1 Purpose

The purpose of this Hot Work Safety Program is to prevent fires, explosions, and other hazards associated with hot work activities, including welding, cutting, brazing, soldering, and grinding. This plan establishes procedures to ensure that hot work is performed safely in both fixed and field environments by controlling ignition sources and verifying adequate fire prevention measures.

### 1.2 Scope

This program applies to all Bluegrass Lawn Care employees and contractors who perform or supervise hot work operations at company facilities, shop areas, or job sites. It includes any activity that involves open flames or generates heat and/or sparks capable of igniting flammable materials.

## Section 2: Definitions

- **Hot Work** – Any operation involving open flames or producing heat or sparks, such as welding, cutting, grinding, soldering, or using torches.
- **Hot Work Area** – The specific location where hot work will be performed.
- **Hot Work Permit** – A formal authorization issued prior to performing hot work, ensuring that all required precautions are in place.
- **Fire Watch** – A trained individual assigned to monitor the work area for signs of fire during and after hot work operations.

## Section 3: Responsibilities

### 3.1 Management

- Ensure a Hot Work Program is implemented and enforced.
- Provide necessary fire protection equipment.
- Approve safe locations for hot work or designate permit-authorized zones.
- Designate trained individuals to issue hot work permits and serve as fire watch personnel.

### 3.2 Safety Manager

- Maintain written procedures, permit forms, and training records.
- Review hot work activities and audit compliance with this program.
- Coordinate training and refresher instruction for affected employees.

### 3.3 Supervisors

- Evaluate job sites for hazards prior to authorizing hot work.
- Ensure all required permits, fire watches, and safety equipment are in place.
- Monitor workers to ensure they follow safe practices and wear appropriate PPE.

### 3.4 Employees Performing Hot Work

- Obtain a hot work permit before beginning any task involving heat or spark production.
- Inspect tools and equipment before use.
- Wear appropriate PPE and follow fire safety procedures.

- Immediately report hazards or unsafe conditions.

### **3.5 Fire Watch**

- Monitor the area during and for at least 30 minutes after hot work is completed.
- Be trained in the use of fire extinguishers and emergency response.
- Be stationed with a clear view of the work zone and a ready means of communication.

## **Section 4: Hazard Identification and Controls**

### **4.1 Common Hazards**

- Ignition of flammable materials (e.g., grass clippings, fuels, oils)
- Explosions from vapors or gases
- Burns from heated surfaces or molten material
- Oxygen-deficient or poorly ventilated spaces
- Eye and respiratory hazards from fumes and sparks

### **4.2 Engineering Controls**

- Designated hot work areas with fire-resistant surfaces and no combustible materials
- Proper ventilation to remove fumes and gases
- Shields or welding curtains to contain sparks

### **4.3 Administrative Controls**

- Permit system (Section 5)
- Supervision of all hot work
- Fire watch assignment
- Post-work monitoring

### **4.4 Personal Protective Equipment (PPE)**

Employees must wear:

- Flame-resistant clothing
- Welding gloves or insulated heat-resistant gloves
- Safety glasses with side shields or welding goggles/face shields
- Hearing protection when required
- Respirators as determined by a hazard assessment

## **Section 5: Hot Work Permit Procedure**

A **Hot Work Permit** must be issued **before** starting any hot work unless the activity is performed in a designated permanent hot work area (such as a welding bay).

### **5.1 Permit Issuance**

- Only authorized supervisors or safety personnel may issue permits.
- The permit form must include:
  - Description and location of work
  - Start and end time
  - List of hazards and controls
  - Fire watch designation
  - Verification of fire extinguisher presence

### **5.2 Pre-Work Checklist**

Before issuing a permit, the following conditions must be confirmed:

- Flammable materials moved or shielded  $\geq 35$  feet from hot work area
- Floors swept and cleaned of combustibles
- Fire extinguisher(s) within 10 feet and operational
- Fire watch assigned and trained
- Tools inspected and operable
- Ventilation adequate for fumes and smoke

### **5.3 Permit Duration and Closure**

- Permits are valid only for the date and time specified.
- Fire watch must remain in place **at least 30 minutes after** hot work is completed.
- Completed permits must be signed and retained by the Safety Manager for recordkeeping.

## **Section 6: Designated Hot Work Areas**

Some company facilities may have permanent hot work areas where hot work may be performed without a permit, provided all safety measures are maintained. These areas must:

- Be clearly marked with signage
- Be constructed with fire-resistant materials
- Contain adequate ventilation and fire suppression
- Be regularly inspected by the Safety Manager

## **Section 7: Training**

### **7.1 Required Training Topics**

Employees involved in hot work shall receive training on:

- Fire hazards and prevention strategies
- Use of hot work permits
- Proper PPE selection and use
- Emergency procedures and fire extinguisher use
- Duties of the fire watch

### **7.2 Frequency**

- Initial training upon assignment to hot work tasks
- Refresher training every three years or as needed following an incident or changes in equipment/procedure

### **7.3 Documentation**

Training records shall include participant names, training dates, topics covered, and the instructor's name. Records shall be maintained for a minimum of three years.

## **Section 8: Emergency Procedures**

### **8.1 Fire Response**

- Stop work immediately.
- Call 911 and notify a supervisor.
- Use fire extinguisher **only if** trained and it is safe to do so.
- Evacuate the area if the fire cannot be contained.

## **8.2 Injury Response**

- Administer first aid as trained.
- Call emergency services for serious burns or injuries.
- Complete an incident report within 24 hours.

## **Section 9: Program Review and Recordkeeping**

- This Hot Work Safety Program will be reviewed annually by the Safety Manager.
- All hot work permits shall be retained for a minimum of one year.
- Updates to this program will be communicated to all relevant employees and incorporated into training.

# Injuries and Injury Reporting Program

## Section 1: Purpose

The purpose of this Injuries and Injury Reporting Program is to ensure timely, accurate, and thorough documentation and response to all workplace injuries and illnesses at Bluegrass Lawn Care. Prompt reporting and investigation of injuries are essential to providing appropriate medical care, preventing recurrence, maintaining regulatory compliance, and strengthening our safety culture.

## Section 2: Scope

This program applies to all employees, contractors, and temporary workers engaged in operations at Bluegrass Lawn Care job sites, company vehicles, and facilities. It outlines procedures for reporting injuries and illnesses—regardless of severity—as well as requirements for incident follow-up, documentation, and communication.

## Section 3: Responsibilities

### 3.1 Management

- Ensure that all employees are trained on injury reporting protocols.
- Support injury investigations and ensure corrective actions are implemented.
- Maintain OSHA-required documentation and injury logs.

### 3.2 Safety Manager

- Receive and review all incident reports.
- Conduct or coordinate injury investigations to identify root causes.
- Maintain the OSHA 300, 300A, and 301 logs and submit reports as required.
- Coordinate with medical providers and workers' compensation representatives when applicable.

### 3.3 Supervisors

- Ensure employees report injuries immediately.
- Provide or coordinate first aid and emergency care as needed.
- Complete the initial incident report within 24 hours.
- Participate in investigations and implement any required changes or retraining.

### 3.4 Employees

- Report all injuries and illnesses—no matter how minor—to their supervisor immediately.
- Cooperate fully in the incident reporting and investigation process.
- Follow return-to-work procedures and restrictions, if applicable.

## Section 4: Injury Reporting Procedure

### Step 1: Immediate Care and Notification

- Administer first aid or call 911 for life-threatening injuries.
- Notify the supervisor immediately—no later than the end of the shift.
- Secure the scene if necessary to prevent further harm.

### Step 2: Incident Reporting

- The supervisor must complete a Bluegrass Injury and Illness Report Form within 24 hours.
- The Safety Manager must be notified of all reported injuries the same day.
- Photos, witness statements, and relevant equipment details should be included.

### **Step 3: Medical Evaluation**

- For non-emergency injuries, employees will be referred to a designated occupational health provider.
- The Safety Manager or supervisor will provide necessary paperwork and transportation if needed.
- All work restrictions must be documented and followed.

### **Step 4: Investigation and Corrective Action**

- The Safety Manager will conduct a root cause analysis within 48 hours.
- Contributing factors (training gaps, equipment issues, procedures) will be identified.
- Corrective actions may include changes to policies, training, or equipment.

### **Step 5: Documentation and Recordkeeping**

- All injury reports will be filed and retained per OSHA and company policy.
- OSHA logs (300, 301) will be updated as applicable.
- Reports involving medical treatment beyond first aid or lost workdays must be recorded and, in some cases, reported to OSHA within specified timeframes.

## **Section 5: Types of Injuries Covered**

This program applies to all job-related:

- Cuts, scrapes, burns, bruises
- Sprains, strains, and repetitive motion injuries
- Insect bites or allergic reactions
- Chemical exposures or inhalation incidents
- Heat or cold stress injuries
- Fractures, concussions, or head injuries
- Work-related illnesses (e.g., pesticide-related symptoms)

Even minor incidents such as blisters or near misses must be reported, as they provide critical insight into potential safety improvements.

## **Section 6: Return to Work and Restrictions**

Employees recovering from injury may be assigned transitional or modified duty until they are medically cleared for regular work. Requirements include:

- Medical release forms must be submitted to the Safety Manager.
- Supervisors must enforce all work restrictions.
- Employees must follow up with approved providers as scheduled.

Failure to follow return-to-work instructions may result in disciplinary action.

## **Section 7: Training and Communication**

All employees will receive training on this program during new hire orientation and annually thereafter. Training will include:

- What to report and when
- How to respond to injuries
- Where to obtain first aid and medical care
- Employee rights and responsibilities
- Company expectations for transparency and cooperation

Supervisors will review this policy during toolbox talks and reinforce it through daily safety briefings.

### **Section 8: Non-Retaliation Policy**

Bluegrass Lawn Care maintains a zero-tolerance policy for retaliation. Employees who report injuries or safety concerns in good faith are protected from disciplinary action, demotion, or other adverse treatment. Reports can be made confidentially through the Safety Manager or HR if preferred.

### **Section 9: Program Review**

This program will be reviewed annually by the Safety Manager or after any significant injury or regulatory update. Revisions will be communicated during staff meetings and incorporated into onboarding and refresher training.

# Job Safety Analysis (JSA) Form

**Job Title:** \_\_\_\_\_

**Job Location:** \_\_\_\_\_

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

**Prepared By:** \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_

**Next Review Date:** \_\_\_\_\_

**Job Task Information:**

Job Task	Job Description	Primary Hazards	Controls and safe work practices	Identified as potential hazard for job
Loading and unloading equipment	Moving lawn movers, trimmers, and other tools on/off truck	Lifting injuries, equipment falling, pinch points	Use proper lifting techniques, wear gloves and steel toe boots, secure equipment with straps	<input type="checkbox"/> Yes <input type="checkbox"/> No
Operating lawn mower	Mowing grass in various terrain conditions	Flying debris, rollovers, machine related injuries	Inspect mower before use, wear eye and hearing protection, avoid steep slopes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Using string trimmers and edgers	Trimming grass and edging sidewalks	Flying debris, repetitive strain, vibration injuries	Wear face shield, maintain good posture, take breaks to reduce strain	<input type="checkbox"/> Yes <input type="checkbox"/> No
Handling fertilizers and pesticides	Applying chemicals to lawns	Chemical exposure	Wear gloves and respirator as needed, follow SDS guidelines, wash hands after handling	<input type="checkbox"/> Yes <input type="checkbox"/> No
Operating leaf blowers	Clearing leaves and debris	Hearing damage, airborne dust	Wear hearing protection, use dust mask in dry conditions, maintain ergonomic stance	<input type="checkbox"/> Yes <input type="checkbox"/> No

Driving Company Vehicles	Transporting equipment and employees to job sites	Traffic hazards, distracted driving	Follow all traffic laws, secure all equipment, avoid distractions	<input type="checkbox"/> Yes <input type="checkbox"/> No
Working Near Roads/Public Areas	Performing landscaping near streets or high-traffic areas	Vehicle hazards, trip hazards	Wear high-visibility vests, set up warning signs, maintain awareness of surroundings	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cleaning and Storing Equipment	End-of-day maintenance of tools and equipment	Chemical exposure, hand injuries	Wear gloves, store chemicals properly, ensure equipment is off before cleaning	<input type="checkbox"/> Yes <input type="checkbox"/> No

### 3. Emergency Procedures

In Case of Injury:

- Administer first aid and report to the supervisor.
- If serious, call 911 and notify management immediately.

In Case of Chemical Spill:

- Evacuate the area and notify the supervisor.
- Follow spill containment procedures and refer to SDS guidelines.

In Case of Fire or Explosion:

- Evacuate the area immediately.
- Call 911 and notify management.
- Use a fire extinguisher only if trained and it is safe to do so.

### 4. Safe Work Practices Checklist

- Equipment inspected before use
- Employees trained on proper handling procedures
- Work area clear of unnecessary hazards
- Proper PPE worn at all times
- Emergency procedures understood
- Chemical SDS sheets accessible

# Fire Prevention and Fire Response Program

## **Section 1: Purpose**

The purpose of this Fire Prevention and Fire Response Program is to protect Bluegrass Lawn Care employees, clients, property, and equipment from the risks of fire. This program outlines the procedures and responsibilities necessary to prevent fires, respond effectively in the event of a fire, and comply with OSHA 29 CFR 1910 Subpart L – Fire Protection.

## **Section 2: Scope**

This program applies to all employees, contractors, and temporary workers operating at Bluegrass Lawn Care job sites, facilities, and in company vehicles. It includes requirements for fire prevention practices, proper storage of flammable materials, inspection and maintenance of extinguishers, emergency response procedures, and training.

## **Section 3: Responsibilities**

### **3.1 Management**

- Provide fire extinguishers and other fire protection equipment.
- Ensure employees are trained in fire prevention and emergency response.
- Support fire inspections and maintenance schedules.

### **3.2 Safety Manager**

- Maintain fire extinguisher inspection logs.
- Conduct annual program reviews and coordinate fire drills as needed.
- Investigate fire-related incidents and ensure corrective actions are taken.

### **3.3 Supervisors**

- Ensure flammable materials are stored properly and that fire hazards are addressed immediately.
- Confirm extinguishers are present and accessible in all vehicles and facilities.
- Reinforce fire prevention practices during daily operations.

### **3.4 Employees**

- Follow fire safety practices at all times.
- Report fire hazards or damaged fire safety equipment.
- Know the location and use of fire extinguishers.
- Evacuate immediately if a fire cannot be controlled.

## **Section 4: Fire Hazard Identification and Prevention**

Common fire hazards at Bluegrass Lawn Care include:

- Fuel storage (e.g., gasoline for mowers and trimmers)
- Hot work (e.g., grinding, welding, cutting in shop areas)
- Battery charging stations
- Electrical overloads from extension cords and power tools
- Oil-soaked rags and improperly discarded combustible materials

### **Prevention Practices:**

- Store flammables in approved, labeled containers away from ignition sources.

- Keep fuel containers in ventilated, designated areas (away from buildings and heat sources).
- Turn off engines and allow equipment to cool before refueling.
- Do not smoke near fuel or flammable materials.
- Disconnect batteries before performing maintenance on powered equipment.
- Keep work areas clean and free of dry grass, debris, or waste buildup.

## **Section 5: Fire Extinguishers**

### **5.1 Locations and Types**

- Each company vehicle and worksite must be equipped with at least one 2.5 lb. ABC-rated fire extinguisher.
- Facilities must have extinguishers mounted in accessible areas (e.g., break rooms, shops, near exits).

### **5.2 Inspection and Maintenance**

- Extinguishers must be visually inspected monthly by the supervisor.
- Annual inspections must be performed and tagged by a licensed fire protection contractor.
- Extinguishers must be replaced or serviced if the gauge reads “recharge,” if tamper seals are broken, or if signs of corrosion or damage are present.

### **5.3 Use of Fire Extinguishers**

Only trained employees may use extinguishers, using the **PASS** method:

- **P** – Pull the pin
- **A** – Aim at the base of the fire
- **S** – Squeeze the handle
- **S** – Sweep from side to side

If the fire cannot be extinguished quickly, evacuate immediately and call 911.

## **Section 6: Fire Emergency Response Procedures**

### **If you discover a fire:**

1. **Alert others immediately** and activate any available alarms (yell “FIRE” if necessary).
2. **Call 911** or instruct a coworker to call and provide the location of the fire.
3. **Use a fire extinguisher** only if the fire is small, you are trained, and it is safe to do so.
4. **Evacuate the area** using the nearest safe route.
5. **Meet at the designated rally point** and conduct a headcount.
6. **Do not re-enter** the area until cleared by emergency responders.

Supervisors must report all fire incidents to the Safety Manager and complete an incident report within 24 hours.

## **Section 7: Hot Work and Open Flame Control**

All welding, grinding, or cutting tasks must comply with the Hot Work Safety Program. Key controls include:

- A fire watch must be assigned during and for 30 minutes after hot work.
- Combustibles must be cleared from the area or covered with fire-resistant blankets.

- Fire extinguishers must be immediately available.
- Hot work permits must be completed and approved prior to starting work.

## **Section 8: Fire Drills and Training**

### **8.1 Drills**

Fire drills will be conducted at company facilities annually. Field crews will receive verbal evacuation reviews during toolbox talks.

### **8.2 Training Requirements**

All employees will be trained upon hire and annually on:

- Common fire hazards and prevention
- Fire extinguisher use (if applicable)
- Evacuation procedures and rally points
- Reporting fire hazards and damaged equipment

Training will be documented and retained for at least three years.

## **Section 9: Program Review**

This program will be reviewed annually by the Safety Manager or following any fire incident. Updates will be communicated during safety meetings, toolbox talks, and crew briefings. Failure to follow fire safety procedures may result in disciplinary action, retraining, or reassignment.

# First Aid Plan

## Section 1: Purpose and Scope

### 1.1 Purpose

This First Aid Plan establishes the procedures and responsibilities for ensuring prompt and effective medical assistance to employees injured or experiencing a medical emergency while on the job. The plan is designed to prevent further harm, provide initial care until professional medical services arrive, and comply with OSHA and state workplace safety requirements.

### 1.2 Scope

This plan applies to all Bluegrass Lawn Care employees, including field crews, supervisors, and administrative staff. It includes procedures for handling minor injuries (e.g., cuts, scrapes, insect bites) as well as serious medical events (e.g., heat illness, allergic reactions, heart attacks). The plan covers both fixed locations and mobile field operations.

## Section 2: Regulatory Compliance

- Complies with **OSHA 29 CFR 1910.151** (Medical Services and First Aid), which requires employers to ensure prompt treatment of injuries.
- Adheres to **ANSI/ISEA Z308.1** standards for minimum contents of workplace first aid kits.
- Meets requirements for response time to medical care in remote or mobile work environments (typically within 3–4 minutes for serious injuries).

## Section 3: Roles and Responsibilities

### 3.1 Management

- Provide appropriate and accessible first aid kits for all work locations and vehicles.
- Ensure training is conducted and refreshed according to the plan.
- Ensure emergency services can be contacted from all job sites (e.g., mobile phones, radios).

### 3.2 Safety Manager

- Conduct quarterly inspections of all first aid kits.
- Coordinate and document first aid/CPR/AED training sessions.
- Maintain injury logs and evaluate trends to inform prevention measures.
- Review and update the plan annually or following a serious incident.

### 3.3 Supervisors and Crew Leaders

- Ensure first aid supplies are available and intact each day.
- Ensure team members are aware of first aid procedures and emergency contacts.
- Take lead during a medical incident until emergency responders arrive.
- Submit incident reports and assist with post-incident reviews.

### 3.4 Employees

- Follow all safety procedures to prevent injury.
- Immediately report any injury or illness to their supervisor.
- Participate in first aid training as required.

## **Section 4: First Aid Supplies and Equipment**

### **4.1 Standard First Aid Kits**

Each crew vehicle and fixed worksite shall maintain a stocked first aid kit containing, at minimum:

- Adhesive bandages (assorted sizes)
- Sterile gauze pads and adhesive tape
- Antiseptic wipes and antibiotic ointment
- Eye wash solution (if not near potable running water)
- Burn cream or gel
- Tweezers and scissors
- Non-latex gloves (minimum 2 pairs)
- Cold packs (instant)
- Elastic wraps or triangular bandages
- First aid instruction guide

### **4.2 Inspections and Restocking**

- First aid kits must be checked weekly by supervisors and restocked immediately after use.
- All supplies must be kept clean, dry, and within expiration dates.
- Quarterly inspections will be logged by the Safety Manager.

## **Section 5: First Aid Response Procedures**

### **5.1 General Procedure**

1. **Assess the scene:** Ensure the area is safe for rescuers and the injured.
2. **Assess the victim:** Check responsiveness, breathing, bleeding, etc.
3. **Call 911 if:**
  - The injury is serious or life-threatening
  - The person is unconscious or has chest pain, difficulty breathing, heavy bleeding, or signs of shock
4. **Stay with the injured employee** until EMS arrives.
5. **Designate someone** to meet emergency responders and direct them to the scene.
6. **Complete an incident report** and notify management immediately.

### **5.2 Minor Injuries (scrapes, cuts, insect bites, heat exhaustion)**

- Clean wound with antiseptic wipe.
- Apply bandage or gauze and tape.
- For minor heat-related illness, move to shade, offer cool water, and rest.
- Monitor for signs of escalation and report all cases to a supervisor.

### **5.3 Serious Injuries (fractures, lacerations, allergic reactions)**

- Apply pressure to bleeding wounds.
- Use cold packs for swelling.
- Immobilize suspected fractures.
- Call 911 immediately.

## **Section 6: Medical Treatment and Reporting**

### **6.1 Medical Referrals**

- Supervisors will refer employees to the designated occupational health clinic or nearest urgent care facility based on the injury.
- Transportation may be provided by the company or EMS depending on severity.

### **6.2 Documentation and Recordkeeping**

- All incidents must be documented using the company's Incident Report Form.
- First aid cases that do not require outside medical care will be logged as "non-recordable."
- Injuries that require medical treatment beyond first aid must be reported per OSHA recordkeeping rules (300 Log).
- All records are maintained by the Safety Manager for a minimum of five years.

## **Section 7: Training Requirements**

### **7.1 Required Training Topics**

- Basic first aid for cuts, burns, sprains, and insect bites
- How to recognize and respond to heat illness
- Emergency communication and response roles

### **7.2 Frequency**

- **Initial training** provided to new hires within the first 30 days
- **Refresher training** required every two years (CPR may require annual refresh depending on certifying agency)
- **On-the-spot training** or toolbox talks may be conducted after any incident or identified gap

### **7.3 Qualified Trainers**

- First Aid/CPR training must be delivered by a certified provider (e.g., American Red Cross, American Heart Association, or equivalent)

## **Section 8: Plan Review and Updates**

- This First Aid Plan shall be reviewed annually by the Safety Manager and updated as needed.
- Revisions will be made immediately following any significant incident or regulatory change.
- Updates will be distributed during safety meetings, and employees will sign acknowledgment of revised policies.

# Ladder Safety Program

## Section 1: Purpose

The purpose of this Ladder Safety Program is to prevent falls, injuries, and equipment damage resulting from improper ladder use. This program establishes guidelines for selecting, inspecting, and using ladders safely in both field and facility operations at Bluegrass Lawn Care. It aligns with OSHA 29 CFR 1910 Subpart D (Walking-Working Surfaces) and industry best practices for working at low elevations.

## Section 2: Scope

This program applies to all employees who use ladders as part of their job duties, including step ladders, extension ladders, and short access ladders used for trimming, hanging signage, or accessing equipment. It is relevant for both daily operations and occasional use in shop, vehicle, or field environments.

## Section 3: Responsibilities

### 3.1 Management

- Provide appropriate ladders and ensure they meet ANSI standards.
- Replace damaged ladders and ensure proper storage facilities are available.
- Support training and compliance with ladder safety rules.

### 3.2 Safety Manager

- Maintain ladder inspection and training records.
- Conduct periodic safety audits to assess compliance with this program.
- Review incident reports and revise procedures as needed.

### 3.3 Supervisors

- Ensure only trained employees use ladders.
- Verify that ladders are inspected before use and removed from service if damaged.
- Monitor work practices in the field and reinforce safe use.

### 3.4 Employees

- Use ladders only for their intended purpose.
- Inspect ladders before each use and report any defects.
- Maintain three points of contact when climbing.
- Follow all safe use guidelines outlined in this program.

## Section 4: Ladder Types and Approved Uses

- **Step Ladders** – For use on flat, level surfaces. Must be fully opened and locked before climbing.
- **Extension Ladders** – For accessing higher areas; must be placed on stable ground and extended at least three feet above the landing surface.
- **Short Access Ladders** – Low-profile ladders or step stools for reaching items above shoulder height.

Ladders must never be used as a horizontal work platform or scaffold.

## Section 5: Ladder Inspection

Ladders must be inspected by the user before each use. Look for:

- Cracks, splits, or bent rails
- Loose or missing rungs, steps, or hinges
- Missing feet or damaged rubber pads
- Rust, corrosion, or paint that could hide defects
- Loose hardware or labels that are unreadable

Ladders that fail inspection must be tagged “Out of Service” and removed from use until repaired or replaced.

### **Section 6: Safe Ladder Use**

To ensure safe ladder practices, employees must:

- Use the right ladder for the task and never exceed its rated capacity
- Place ladders on stable, level surfaces away from doorways, traffic, or electrical hazards
- Maintain three points of contact (two hands and one foot, or two feet and one hand) while climbing
- Face the ladder when ascending or descending
- Do not carry tools or materials in hands while climbing—use tool belts or hoists
- Keep the area around the ladder base clear of tools, cords, and debris
- Do not lean too far or overreach—keep the belt buckle between the rails
- Never use a closed step ladder as a straight ladder
- Do not climb above the second-to-top step of a step ladder or the top three rungs of an extension ladder

Extension ladders must be set at the correct angle—one foot out for every four feet of ladder height—and secured at the top when practical.

### **Section 7: Ladder Storage and Transportation**

- Ladders must be stored in dry, protected areas where they won’t be damaged by equipment or vehicles.
- Transport ladders using secure roof racks or trailer mounts.
- Tie down ladders to prevent shifting during transport.
- Never drag ladders across rough surfaces or drop them from trucks or trailers.

### **Section 8: Training Requirements**

All employees who use ladders must receive training on:

- Ladder types and appropriate use
- Inspection procedures and defect reporting
- Proper setup, climbing, and descending techniques
- Weight ratings and load limitations
- Fall prevention and emergency procedures

Training will be provided during new hire orientation, reviewed annually, and repeated following any ladder-related incident. Records will be retained by the Safety Manager for a minimum of three years.

### **Section 9: Program Review**

This Ladder Safety Program will be reviewed annually by the Safety Manager. Updates will be made based on regulatory changes, field observations, or incident reports. Changes will be communicated through toolbox talks and reinforced during safety meetings.

# Lockout/Tagout (LOTO) Program

## Section 1: Purpose and Scope

### 1.1 Purpose

The purpose of this Lockout/Tagout (LOTO) Program is to prevent injury caused by the unexpected energization, startup, or release of stored energy during the servicing or maintenance of equipment and machinery. This document establishes minimum procedures to isolate energy sources, lock or tag them out, and verify that the energy has been effectively controlled before work begins.

### 1.2 Scope

This program applies to all Bluegrass Lawn Care personnel performing maintenance, repair, cleaning, or adjustments on powered equipment or vehicles where the sudden release of electrical, mechanical, hydraulic, pneumatic, chemical, or thermal energy could cause injury. It covers operations at the shop, yard, and any mobile equipment at remote job sites.

## Section 2: Regulatory Reference

This program is based on the OSHA Control of Hazardous Energy standard, **29 CFR 1910.147**, and applies to all servicing and maintenance activities where the unexpected startup of machinery or equipment could cause injury.

## Section 3: Responsibilities

### 3.1 Management

- Provide resources and equipment (locks, tags, devices) needed for lockout/tagout.
- Identify equipment subject to LOTO procedures.
- Ensure all authorized and affected employees are trained as required.
- Enforce compliance with this program.

### 3.2 Safety Manager

- Develop and maintain written LOTO procedures for applicable equipment.
- Coordinate training and annual reviews.
- Audit and revise procedures after changes in equipment or incidents.
- Maintain documentation of inspections, training, and authorized employee lists.

### 3.3 Supervisors

- Ensure that only trained and authorized employees perform LOTO activities.
- Confirm lockout/tagout procedures are followed at each job or service event.
- Conduct field audits of mobile crews performing LOTO tasks.
- Report deficiencies or violations.

### 3.4 Authorized Employees

(Employees who perform servicing or maintenance)

- Follow LOTO procedures exactly as trained.
- Apply personal locks and tags before starting work.
- Verify energy isolation before beginning any maintenance.
- Remove only their own locks and complete proper documentation.

### **3.5 Affected Employees**

(Employees who operate or work near equipment being serviced)

- Do not attempt to start or use any equipment that is locked or tagged out.
- Follow supervisor's instructions when equipment is under maintenance.

### **Section 4: Types of Energy Sources**

Bluegrass Lawn Care's equipment may include the following hazardous energy sources:

- **Electrical energy** – batteries, extension cords, wired systems
- **Mechanical energy** – blades, springs, tensioned parts
- **Hydraulic energy** – lift gates, attachments, mower decks
- **Pneumatic energy** – tire inflation systems, compressors
- **Thermal energy** – heated engine parts, exhaust systems
- **Gravity** – elevated mower decks, hoods, or tailgates

### **Section 5: Lockout/Tagout Procedures**

#### **5.1 General Sequence of LOTO**

1. Notify all affected employees of the shutdown and reason for lockout.
2. Identify all energy sources connected to the equipment.
3. Shut down the equipment using normal procedures (e.g., ignition switch, power button).
4. Isolate energy by disconnecting batteries, unplugging power cords, releasing hydraulic pressure, or blocking mechanical movement.
5. Lock and tag each energy isolation point using standardized devices and personal locks.
6. Release stored energy by bleeding lines, lowering components, or waiting for parts to cool.
7. Verify zero energy state by attempting to start or engage the equipment.
8. Perform servicing or maintenance.
9. Remove lockout/tagout only after all tools and people are clear, all guards are replaced, and the area is safe.
10. Restart equipment only after notifying affected personnel.

#### **5.2 Lock and Tag Usage**

- Each authorized employee must apply their own personal lock and tag.
- Tags must state the name of the employee, date, and reason for the lockout.
- Lockout devices must be durable and able to withstand environmental conditions.

### **Section 6: Group Lockout Procedure**

When more than one person is working on a piece of equipment:

- Each employee must apply their own lock and tag to a group lockbox or shared hasp.
- The last authorized person to complete their task is responsible for removing the final lock and verifying that the system is safe to restart.

### **Section 7: Verification and Inspections**

#### **7.1 Annual Inspections**

- The Safety Manager will conduct annual inspections of each written procedure and observe LOTO tasks to ensure compliance.

- Inspections must be documented, including the equipment, date, employees involved, and any corrective actions.

## **7.2 Ongoing Verification**

- Supervisors must periodically observe field crews and maintenance staff performing LOTO to confirm safe practices.

## **Section 8: Training**

### **8.1 Authorized Employee Training**

- Purpose and function of the LOTO program
- Specific procedures for equipment and energy sources
- How to apply and remove locks and tags
- Emergency response procedures

### **8.2 Affected Employee Training**

- Recognition of lockout/tagout devices
- Understanding the prohibition of removing or bypassing locks or tags
- Role in maintaining safety during maintenance work

### **8.3 Retraining**

Required when:

- An employee's job changes
- A new machine or procedure is introduced
- A LOTO violation or safety incident occurs
- The annual inspection reveals inadequacies

Training records shall include employee names, dates, topics covered, and instructor information, and shall be retained for at least three years.

## **Section 9: Equipment Covered Under LOTO**

Examples include (but are not limited to):

- Riding mowers
- Chainsaws (battery or electric)
- Trimmers, blowers, and hedgers with electric starts
- Air compressors
- Hydraulic lifts or dump beds
- Battery-powered equipment undergoing repair
- Truck-mounted spray systems or attachments

Specific LOTO procedures for each item shall be developed and stored in the Safety Manager's master LOTO file and made available to authorized employees.

## **Section 10: Exceptions**

This program **does not apply** to:

- Plug-connected equipment controlled by unplugging the device and keeping the plug under the exclusive control of the person performing maintenance (e.g., small electric trimmers).

- Minor tool changes or adjustments that are routine, repetitive, and integral to normal operations—provided effective measures are in place to prevent accidental startup.

### **Section 12: Program Review**

This program will be reviewed annually by the Safety Manager or more frequently if:

- There are changes in equipment, job tasks, or energy sources
- A lockout-related incident occurs
- OSHA requirements are updated

All changes will be communicated to affected employees with required retraining and signed acknowledgment.

# Machine Safety and Machine Guarding Program

## Section 1: Purpose

The purpose of this Machine Safety and Machine Guarding Program is to protect Bluegrass Lawn Care employees from injuries related to the operation, maintenance, and cleaning of powered equipment. This program outlines procedures for identifying machine hazards, using proper guarding, and following safe work practices in compliance with OSHA 29 CFR 1910 Subpart O.

## Section 2: Scope

This program applies to all employees who use, maintain, clean, or inspect mechanical equipment, including lawn mowers, chainsaws, hedge trimmers, power tools, shop equipment, and vehicle-mounted attachments. It covers all company job sites, vehicles, and maintenance facilities.

## Section 3: Responsibilities

### 3.1 Management

- Provide properly guarded and maintained machinery for employee use.
- Support training efforts and corrective actions related to machine safety.
- Ensure that equipment purchased or rented meets applicable safety standards.

### 3.2 Safety Manager

- Conduct routine audits of equipment for compliance with guarding requirements.
- Maintain records of machine safety training and inspections.
- Investigate machine-related incidents and update this program as needed.

### 3.3 Supervisors

- Ensure machines are inspected before use and that guards are in place.
- Remove any unguarded or defective equipment from service.
- Reinforce safety expectations through regular observation and toolbox talks.

### 3.4 Employees

- Operate only machines for which they have been trained and authorized.
- Inspect equipment before use and report missing guards or defects.
- Follow all safe work procedures and never bypass, remove, or modify guards.
- Use required personal protective equipment (PPE) during operation.

## Section 4: Hazard Identification

Common machine hazards include:

- Rotating parts (blades, shafts, flywheels)
- Pinch points and entanglement zones
- Cutting edges and sharp components
- Crushing hazards from moving parts or hydraulic attachments
- Electrical hazards from power cords or control panels
- Noise and vibration exposure

Hazards may occur during normal use, setup, adjustment, cleaning, and maintenance. Employees must remain alert and follow all procedures to avoid injury.

### **Section 5: Machine Guarding Requirements**

All equipment must be equipped with required guards designed to prevent contact with dangerous parts. Guards must:

- Prevent body parts or clothing from contacting moving parts
- Be durable, secure, and in good condition
- Not create new hazards (e.g., sharp edges, pinch points)
- Allow safe lubrication and maintenance when possible
- Remain in place at all times unless removed by authorized personnel for maintenance under lockout/tagout

Types of guards include:

- Fixed guards (e.g., mower deck shields, blade covers)
- Interlocked guards that shut off power when opened
- Self-adjusting guards (e.g., blade hoods that shift during operation)
- Barrier guards (e.g., mesh or panels around moving components)

If a guard is damaged or missing, the machine must be taken out of service until repaired.

### **Section 6: Safe Work Practices**

Employees must:

- Read and follow the manufacturer's manual for each piece of equipment
- Wear appropriate PPE such as gloves, eye and ear protection, steel-toed boots, and long pants
- Keep hands, feet, hair, and clothing clear of moving parts
- Use proper startup and shutdown procedures
- Never reach into moving equipment or attempt to clear jams while power is on
- Use lockout/tagout procedures for servicing or cleaning machines
- Maintain a clean, unobstructed work area around machinery

Additional precautions for landscaping equipment:

- Ensure mower discharge chutes and blade guards are intact
- Refuel equipment only when engines are off and cool
- Clear the work area of debris, rocks, or objects that could be thrown
- Do not operate machinery on steep slopes or unstable ground

### **Section 7: Inspection and Maintenance**

Supervisors and operators must:

- Inspect all machines daily before use
- Verify that guards and shields are in place and undamaged
- Confirm that safety switches, kill cords, and brakes are functioning
- Tag defective equipment and report it to maintenance or the Safety Manager
- Ensure maintenance is performed only by trained, authorized personnel

Quarterly safety audits will be conducted by the Safety Manager to verify compliance and identify trends.

### **Section 8: Training Requirements**

All employees who use machines must be trained on:

- Recognizing machine hazards and required guarding
- Safe operation procedures and PPE use
- Lockout/tagout awareness (or full LOTO training if applicable)
- Emergency shutdown and reporting procedures

Training will be provided during new hire orientation and repeated annually, or following any equipment-related incident. Records of training must include the employee name, date, trainer, and topics covered, and will be retained for a minimum of three years.

### **Section 9: Program Review**

This Machine Safety and Machine Guarding Program will be reviewed annually by the Safety Manager and revised based on equipment changes, regulatory updates, or incident findings. Updates will be communicated during safety meetings and reinforced during field briefings and training sessions.

# Noise Exposure Control Program

## Section 1: Purpose and Scope

### 1.1 Purpose

The purpose of this program is to prevent occupational hearing loss resulting from excessive noise exposure on the job. This document establishes the procedures and responsibilities for identifying, monitoring, and controlling hazardous noise levels in accordance with **OSHA 29 CFR 1910.95**. It ensures the use of engineering, administrative, and personal protective controls, and provides training to all affected employees.

### 1.2 Scope

This program applies to all Bluegrass Lawn Care employees whose job duties involve operating or working near power tools, lawn care machinery, or equipment that may expose them to sound levels at or above 85 decibels (dBA) as an 8-hour time-weighted average (TWA). It covers mobile crews, shop staff, and seasonal workers.

## Section 2: Responsibilities

### 2.1 Management

- Ensure compliance with OSHA's permissible exposure limits (PELs).
- Provide hearing protection devices (HPDs) to all affected employees at no cost.
- Arrange for noise assessments and audiometric testing if required.
- Support substitution of quieter equipment or administrative controls when feasible.

### 2.2 Safety Manager

- Identify and evaluate noise hazards using calibrated sound level meters or dosimeters.
- Maintain records of exposure measurements and corrective actions.
- Coordinate employee training and maintain documentation.
- Review the program annually or when changes in equipment or operations occur.

### 2.3 Supervisors

- Enforce the use of hearing protection where required.
- Conduct daily inspections to ensure equipment and PPE are in good condition.
- Encourage employee reporting of hearing-related concerns.

### 2.4 Employees

- Wear hearing protection when required or advised.
- Participate in training and monitoring activities.
- Report defective PPE or hearing-related symptoms promptly.

## Section 3: Noise Hazard Identification

### 3.1 Common Sources of Hazardous Noise

- Riding mowers and zero-turn mowers
- String trimmers and brush cutters
- Chainsaws
- Leaf blowers
- Wood chippers

- Power washers and hand-held power tools

### 3.2 Noise Level Thresholds

- **Action Level:** 85 dBA TWA (8-hour) – triggers hearing conservation program
- **Permissible Exposure Limit (PEL):** 90 dBA TWA
- **Maximum Allowable for Short Duration:** 100 dBA for up to 2 hours

If noise levels exceed 85 dBA, additional requirements apply, including training, monitoring, and provision of hearing protection.

## Section 4: Monitoring and Evaluation

### 4.1 Initial Noise Assessment

- A baseline noise assessment shall be conducted for all equipment and tasks suspected of exceeding 85 dBA.
- Measurements will be taken using a sound level meter or personal dosimeter during typical operation.

### 4.2 Periodic Monitoring

- Re-monitoring is required when:
  - New equipment is introduced
  - Job tasks or procedures change
  - Employee complaints or symptoms arise
- Results will be documented and reviewed by the Safety Manager.

### 4.3 Notification

- Employees will be notified of monitoring results and whether they are part of the hearing conservation program.

## Section 5: Hearing Protection

### 5.1 Selection and Distribution

- Employees exposed to  $\geq 85$  dBA TWA will be provided with suitable hearing protection, including but not limited to:
  - Foam earplugs
  - Pre-molded earplugs
  - Earmuffs
- HPDs will be selected based on comfort, compatibility with other PPE, and Noise Reduction Rating (NRR).

### 5.2 Use Requirements

- Hearing protection is **mandatory** in any area or for any task where exposure exceeds 90 dBA TWA.
- Supervisors must ensure employees are using HPDs properly.

### 5.3 Maintenance and Replacement

- HPDs must be stored cleanly and replaced as needed at no cost to the employee.
- Damaged or worn-out HPDs must be reported and replaced immediately.

## Section 6: Engineering and Administrative Controls

### 6.1 Engineering Controls

Where practical, the following may be used to reduce noise:

- Use of quieter equipment models
- Mufflers or dampening devices on engines
- Enclosures or shields around high-noise components

## **6.2 Administrative Controls**

- Rotating employees to reduce individual exposure time
- Scheduling high-noise activities during lower-risk times (e.g., when fewer workers are nearby)
- Establishing “Hearing Protection Required” zones

## **Section 7: Employee Training**

### **7.1 Required Topics**

Employees in the hearing conservation program will be trained on:

- The effects of noise on hearing
- The purpose and proper use of hearing protection
- How to care for and maintain HPDs
- The role of audiometric testing and monitoring

### **7.2 Frequency**

- Initial training at time of hire or reassignment
- Annual refresher for affected employees
- Additional training if deficiencies are noted or new HPDs are introduced

### **7.3 Documentation**

Training sessions will be documented and retained for at least three years, including date, trainer, attendee names, and topics covered.

## **Section 8: Audiometric Testing Program (if applicable)**

If long-term noise exposure exceeds 85 dBA TWA, an audiometric testing program will be implemented.

### **8.1 Baseline and Annual Testing**

- Baseline audiograms conducted within 6 months of initial exposure
- Annual audiograms thereafter for comparison

### **8.2 Follow-Up**

- Employees showing a Standard Threshold Shift (STS) will be referred for follow-up evaluation and may require modified job duties or additional protection.

### **8.3 Privacy and Records**

- Audiometric records are confidential and maintained by the Safety Manager for the duration of employment plus 30 years.

## **Section 9: Signage and Labeling**

- Equipment and areas where noise exceeds 90 dBA shall be posted with “Hearing Protection Required” signage.
- Supervisors will communicate temporary high-noise tasks (e.g., chipper operations) before starting work.

## **Section 10: Program Review and Recordkeeping**

### **10.1 Annual Review**

- The Safety Manager will review this program annually or after any incident related to hearing loss or significant operational change.

### **10.2 Records Maintained**

- Noise monitoring data
- Employee notifications and training records
- HPD distribution logs
- Audiometric testing results (if applicable)
- Program updates and review documentation

# Office Safety Program

## Section 1: Purpose

The purpose of this Office Safety Program is to provide a safe, clean, and hazard-free work environment for all Bluegrass Lawn Care employees performing administrative or clerical duties. While office settings may seem low-risk, injuries can still occur due to slips, falls, poor ergonomics, electrical hazards, or emergency events. This program outlines procedures and responsibilities to prevent injuries, promote safe work habits, and comply with OSHA general workplace safety requirements.

## Section 2: Scope

This program applies to all employees who work in office environments at Bluegrass Lawn Care, including administrative staff, managers, and visitors to office facilities. It covers day-to-day safety practices, hazard recognition, emergency preparedness, and ergonomics.

## Section 3: Responsibilities

### 3.1 Management

- Maintain office spaces that are clean, organized, and free of recognized hazards.
- Ensure fire extinguishers, emergency exits, and first aid supplies are accessible.
- Support safety training and provide necessary equipment or workstation adjustments.

### 3.2 Safety Manager

- Conduct periodic safety inspections of office spaces.
- Ensure that all emergency equipment is functional and compliant with applicable codes.
- Investigate any office-related injuries and implement corrective actions.

### 3.3 Supervisors

- Monitor daily safety practices and address any observed hazards.
- Ensure employees receive appropriate training on office safety and emergency procedures.
- Promote ergonomic practices and injury prevention awareness.

### 3.4 Employees

- Maintain a clean, clutter-free workstation and promptly report any hazards.
- Follow all posted safety procedures and emergency evacuation plans.
- Use equipment and office furniture properly and safely.

## Section 4: Common Office Hazards and Prevention

While office environments may appear safe, injuries can result from common and preventable hazards. Employees must remain aware and take responsibility for minimizing risk.

### 4.1 Slips, Trips, and Falls

- Keep walkways, aisles, and exits clear of cords, boxes, and loose items.
- Clean up spills immediately or report them to maintenance.
- Use step stools with handrails to reach high areas—never stand on chairs or desks.
- Ensure rugs and mats lay flat and have non-slip backing.

### 4.2 Electrical Safety

- Do not overload electrical outlets or use damaged extension cords.
- Keep cords away from walkways and heat sources.
- Inspect equipment and report frayed wires, sparks, or overheating immediately.
- Use surge protectors and avoid “daisy-chaining” power strips.

#### 4.3 Fire Safety

- Know the location of fire extinguishers and how to use them.
- Ensure emergency exits are unobstructed at all times.
- Do not block ventilation grilles or overload electrical circuits.
- Participate in fire drills and understand the office evacuation plan.

#### 4.4 Ergonomic Hazards

- Arrange workstations to minimize strain on the eyes, neck, and back.
- Use adjustable chairs with proper lumbar support.
- Position monitors at eye level and keep wrists in a neutral position when typing.
- Take regular breaks to stretch and avoid repetitive motion strain.

#### 4.5 Workplace Violence and Security

- Be aware of surroundings and report suspicious behavior immediately.
- Keep entry doors secure and do not allow unauthorized visitors.
- Know how to respond to threats, intruders, or disruptive behavior according to the workplace emergency action plan.

### **Section 5: Emergency Preparedness**

- Emergency exits and evacuation routes must be clearly marked.
- First aid kits and AEDs (if available) should be inspected monthly.
- Employees must be trained on emergency response for fire, medical emergencies, severe weather, and workplace violence.
- Emergency contact lists should be posted in common areas and break rooms.

### **Section 6: Incident Reporting and Investigation**

All office-related injuries or near misses must be reported immediately to the employee’s supervisor. The supervisor will:

- Provide or arrange for first aid or medical care if needed.
- Complete an Incident and Injury Report Form within 24 hours.
- Coordinate with the Safety Manager to investigate the cause and implement corrective actions.
- Assist in identifying opportunities for hazard elimination or improved procedures.

### **Section 7: Training Requirements**

All office employees will receive training on:

- General office safety awareness
- Ergonomic workstation setup
- Emergency evacuation and fire response
- Safe use of office equipment and electrical devices
- Reporting procedures for injuries and unsafe conditions

Training will be conducted at orientation and reviewed annually. Refresher training will be provided following an office-related injury or significant hazard update.

**Section 8: Program Review**

This Office Safety Program will be reviewed annually by the Safety Manager and revised based on feedback, incident trends, or regulatory changes. Updates will be communicated through staff meetings, emails, or posted notices.

# Personal Protective Equipment (PPE) Program

## Section 1: Purpose

The purpose of this PPE Program is to protect Bluegrass Lawn Care employees from workplace hazards that could result in injury or illness. This program establishes standardized procedures for the selection, use, maintenance, and training related to personal protective equipment in accordance with OSHA's 29 CFR 1910 Subpart I and industry best practices. PPE serves as a critical last line of defense when engineering and administrative controls are not sufficient to eliminate hazards.

## Section 2: Scope

This program applies to all employees, supervisors, and subcontractors of Bluegrass Lawn Care who may be exposed to physical, chemical, biological, or environmental hazards during routine and non-routine tasks. It encompasses all company facilities, vehicles, and field operations.

## Section 3: Responsibilities

### 3.1 Management

- Ensure funding and availability of appropriate PPE.
- Support training initiatives and enforcement of PPE use.
- Periodically review PPE compliance and effectiveness.

### 3.2 Safety Manager

- Conduct hazard assessments to identify necessary PPE.
- Maintain written procedures, training records, and inspection logs.
- Select appropriate PPE in coordination with supervisors.
- Evaluate new equipment and update PPE requirements accordingly.

### 3.3 Supervisors

- Enforce proper use of PPE at all times.
- Conduct daily inspections to confirm PPE is in use and serviceable.
- Ensure damaged or worn PPE is replaced promptly.

### 3.4 Employees

- Wear assigned PPE correctly and consistently.
- Inspect PPE before use and report defects.
- Participate in all required training and comply with safe work practices.

## Section 4: PPE Hazard Assessments

Job hazard assessments (JHAs) will be performed for each task to determine potential exposures and required PPE. The Safety Manager and Supervisor will document findings and update PPE requirements as needed.

Hazards may include:

- Physical (impact, cuts, abrasions)
- Chemical (liquids, dusts, vapors)
- Biological (insects, ticks, allergens)
- Noise and environmental (UV, heat, cold)

## **Section 5: Minimum PPE Requirements**

Unless otherwise specified by a JHA, the following PPE is required during all field operations:

- **High-Visibility Vest or Shirt** – Class 2 or 3 ANSI-compliant
- **Safety Glasses** – With side shields (ANSI Z87.1)
- **Work Gloves** – Task-specific (e.g., cut-resistant, chemical-resistant)
- **Hearing Protection** – When operating equipment above 85 dBA
- **Work Boots** – Slip-resistant, closed-toe (steel-toed as needed)
- **Task-Specific PPE** – Face shields, respirators, knee pads, etc.

All PPE must be maintained in clean, functional condition and replaced when damaged or expired.

## **Section 6: Specialized PPE**

Specialized tasks may require additional PPE:

- **Chemical Handling** – Chemical-resistant gloves, splash goggles, aprons
- **Chainsaw Operation** – Chainsaw chaps, face shields, cut-resistant gloves
- **Spray Applications** – Respirators, goggles, long-sleeve chemical suits
- **Cold Weather Work** – Insulated gloves, thermal layers, windproof outerwear
- **Heat Stress Environments** – Cooling vests, wide-brim hats, light clothing

## **Section 7: PPE Training and Documentation**

All employees will receive PPE training that includes:

- When and why PPE is necessary
- How to properly wear and adjust PPE
- Limitations and care of equipment
- Procedures for cleaning, maintenance, and disposal
- How to identify defects and request replacements

Training must be completed during new hire onboarding and refreshed annually or when new PPE types are introduced. Attendance logs and signed acknowledgment forms will be maintained for at least three years.

## **Section 8: Inspection, Maintenance, and Replacement**

- PPE must be inspected by the user before each use.
- Supervisors will conduct weekly spot checks.
- Damaged, worn, or expired PPE must be reported and replaced immediately.
- Reusable PPE must be cleaned and stored according to manufacturer guidelines.

## **Section 9: Compliance and Disciplinary Action**

Failure to wear required PPE will result in disciplinary measures as outlined in the General Safety Program. Actions may include:

- Verbal and written warnings
- Mandatory retraining
- Temporary removal from job duties
- Termination for repeated or willful violations

## **Section 10: Program Review**

This PPE Program will be reviewed annually by the Safety Manager and revised as necessary to reflect changes in equipment, job tasks, or regulatory updates. Revisions will be communicated during safety meetings and reinforced through training and supervision.

# Respiratory Protection Program

## Section 1: Purpose and Scope

### 1.1 Purpose

The purpose of this Respiratory Protection Program is to protect employees from exposure to airborne contaminants that may cause respiratory illness or injury. This program outlines requirements for identifying respiratory hazards, selecting appropriate protection, training employees, and maintaining compliance with OSHA's Respiratory Protection Standard (29 CFR 1910.134).

### 1.2 Scope

This program applies to all Bluegrass Lawn Care employees who may be exposed to airborne particulates, vapors, or gases during tasks such as:

- Application of fertilizers, pesticides, or herbicides
- Equipment maintenance involving solvents or fuel
- Exposure to dust, mold, or pollen in field operations
- Operating gas-powered machinery in enclosed or semi-enclosed spaces

This program includes both voluntary and required respirator use depending on exposure levels and tasks.

## Section 2: Responsibilities

### 2.1 Management

- Ensure that respirators and associated supplies are provided as needed.
- Support implementation of this program and ensure employee compliance.
- Maintain records of hazard assessments, training, and fit testing.

### 2.2 Safety Manager

- Conduct or coordinate hazard assessments to determine respiratory protection needs.
- Maintain and update written procedures.
- Oversee training, fit testing, and medical evaluations where applicable.
- Maintain documentation of respirator assignments, inspections, and training.

### 2.3 Supervisors

- Enforce use of respiratory protection in required areas or during high-exposure tasks.
- Conduct routine inspections to ensure proper usage and storage of respirators.
- Ensure that employees only use approved equipment and report any concerns promptly.

### 2.4 Employees

- Use respirators properly and consistently when required or recommended.
- Attend all required training and fit testing.
- Inspect respirators before each use and report any defects or issues.
- Maintain and store respirators in a clean, dry condition.

## Section 3: Hazard Assessment and Respirator Selection

### 3.1 Common Respiratory Hazards

- Dust and debris from mowing, trimming, blowing, or soil disturbance

- Pollen and mold spores during seasonal work
- Gasoline or diesel exhaust in confined areas
- Overspray or vapor from herbicides, pesticides, or fuel additives
- Welding fumes or solvents in shop maintenance areas

### 3.2 Exposure Evaluation

The Safety Manager will:

- Conduct qualitative assessments of tasks and environments
- Use SDS (Safety Data Sheets) to identify respiratory hazards
- Monitor field conditions where chemical or particulate exposure is suspected

### 3.3 Respirator Types Used

Based on task and exposure level, the following may be issued:

- N95 dust masks – for nuisance dust or pollen (voluntary use)
- Half-face elastomeric respirators with cartridges – for pesticide application, solvent use, or vapor exposure
- Particulate filters (P100) – for use around fine dust, sawdust, or fumes

## Section 4: Voluntary vs. Required Use

### 4.1 Voluntary Use

Employees may wear NIOSH-approved filtering facepieces (e.g., N95) on a voluntary basis for comfort or added protection against dust, pollen, and non-toxic particulates.

- A copy of OSHA Appendix D (Information for Employees Using Respirators When Not Required) must be provided.
- Voluntary users must be trained on basic care and limitations of the respirator.

### 4.2 Required Use

Respirator use is **mandatory** when:

- Applying chemicals listed on SDSs with respiratory precautions
- Working in enclosed or poorly ventilated areas with gas-powered equipment
- Using or handling solvents or adhesives that emit hazardous fumes

Employees assigned required use respirators must complete:

- Medical evaluation
- Annual fit testing
- Task-specific training

## Section 5: Medical Evaluation and Fit Testing

### 5.1 Medical Evaluation

- All employees required to wear tight-fitting respirators must complete a medical questionnaire reviewed by a licensed healthcare provider.
- Evaluation must be done before fit testing and respirator use.
- Re-evaluation is required if health status changes or as recommended by the healthcare provider.

### 5.2 Fit Testing

- Required **annually** for employees using half-face elastomeric respirators.

- Conducted using OSHA-approved qualitative fit test methods (e.g., saccharin or Bitrex solution).
- Users must be clean-shaven in areas where the respirator seals to the face.

## **Section 6: Respirator Use, Maintenance, and Storage**

### **6.1 Proper Use**

- Perform user seal check before each use.
- Do not remove respirator while in contaminated areas.
- Do not share respirators unless sanitized between users.

### **6.2 Cleaning and Maintenance**

- Clean reusable respirators after each use with mild soap and water or manufacturer-approved wipes.
- Inspect for damage, cracked seals, missing valves, or degraded straps.
- Remove from service any respirator that fails inspection.

### **6.3 Storage**

- Store respirators in a clean, dry container away from direct sunlight, extreme temperatures, and contaminants.
- Do not store near fuel, oils, or chemicals that may degrade materials.

## **Section 7: Training Requirements**

### **7.1 Training Topics**

Employees using respirators will be trained on:

- Respiratory hazards and associated health effects
- Proper respirator selection, fitting, and limitations
- Use, maintenance, cleaning, and storage
- Emergency procedures and signs of respirator failure

### **7.2 Frequency**

- Initial training before use
- Annual refresher training
- Retraining required if misuse is observed, tasks change, or new respirator types are introduced

### **7.3 Documentation**

All training and fit testing must be documented and retained by the Safety Manager for at least three years.

## **Section 8: Program Evaluation**

- The Respiratory Protection Program shall be reviewed annually by the Safety Manager.
- Evaluation includes employee feedback, PPE effectiveness, and compliance with medical and fit testing protocols.
- Records of program reviews and updates will be retained for documentation and inspection purposes.

## **Section 9: Program Violations and Enforcement**

Failure to comply with respiratory protection requirements may result in:

- Immediate removal from the task or work area
- Retraining or reassignment
- Disciplinary action, up to and including termination for repeated violations

# Tool Safety Program

## Section 1: Purpose and Scope

### 1.1 Purpose

The purpose of this Tool Safety Program is to ensure that all Bluegrass Lawn Care employees use hand tools and powered tools safely and correctly to prevent accidents, injuries, and equipment damage. The program sets forth requirements for proper tool selection, inspection, maintenance, and use in both fixed facilities and mobile work environments.

### 1.2 Scope

This program applies to all employees who use or work near tools as part of their job duties, including hand tools (e.g., pruners, shovels), electric tools (e.g., trimmers, edgers), battery-powered tools, gas-powered tools (e.g., chainsaws, blowers), and maintenance tools used in the shop.

## Section 2: Responsibilities

### 2.1 Management

- Provide appropriate tools for the tasks assigned.
- Ensure that tools meet OSHA, ANSI, or manufacturer safety standards.
- Replace or repair damaged or worn tools in a timely manner.
- Allocate funds for tool maintenance and storage equipment.

### 2.2 Safety Manager

- Conduct periodic inspections of tool condition and storage.
- Provide training on safe tool use and hazard awareness.
- Maintain inspection and training records.

### 2.3 Supervisors

- Enforce proper tool use in the field and shop.
- Ensure employees use the correct tool for the job.
- Verify daily that tools are in serviceable condition before use.
- Immediately remove damaged tools from service.

### 2.4 Employees

- Use tools only for their intended purpose and in accordance with training.
- Inspect tools prior to each use and report damage or malfunction.
- Clean and store tools properly after use.
- Wear appropriate personal protective equipment (PPE) while using tools.

## Section 3: Tool Classification and Hazards

### 3.1 Hand Tools

**Examples:** Pruners, loppers, rakes, shovels, hammers

#### **Common Hazards:**

- Cuts, punctures, or impact injuries
- Blisters or repetitive stress injuries
- Injuries from splintered, cracked, or loose tool handles

**Safe Use Guidelines:**

- Keep cutting tools sharp and clean.
- Use tools with handles free of cracks, splinters, and loose attachments.
- Store sharp tools with protective sheaths or blades facing down.

**3.2 Portable Electric Tools**

**Examples:** Electric hedge trimmers, drills, blowers

**Common Hazards:**

- Electric shock
- Lacerations from moving parts
- Trips due to power cords

**Safe Use Guidelines:**

- Inspect cords, plugs, and switches before each use.
- Do not use in wet conditions unless rated for it.
- Use extension cords rated for outdoor/heavy-duty use.
- Disconnect from power source before servicing or cleaning.

**3.3 Battery-Powered Tools**

**Examples:** Cordless trimmers, drills, impact drivers

**Common Hazards:**

- Battery overheating or explosion
- Uncontrolled movement or kickback

**Safe Use Guidelines:**

- Use only manufacturer-approved batteries and chargers.
- Never modify or tamper with batteries.
- Store batteries in dry, cool places away from heat or flame.

**3.4 Gasoline-Powered Tools**

**Examples:** Chainsaws, lawnmowers, string trimmers

**Common Hazards:**

- Burns from hot engine parts
- Cuts or amputations from rotating parts
- Fire hazard from fuel

**Safe Use Guidelines:**

- Refuel only when engine is off and cool.
- Use spark arrestors where required.
- Maintain safe distance from other workers while operating.
- Start machines on level ground, following manufacturer procedures.

**Section 4: Inspection and Maintenance****4.1 Pre-Use Inspections**

Employees must inspect tools prior to each use for:

- Cracks, rust, or excessive wear
- Frayed cords or exposed wiring

- Loose bolts, guards, or handles
- Proper blade sharpness and alignment

Any defective tools must be **tagged “Out of Service”** and reported immediately to a supervisor. Do not attempt to use or repair damaged tools unless you are trained and authorized.

#### **4.2 Scheduled Maintenance**

- Power tools shall be maintained according to the manufacturer’s recommended schedule.
- Fuel-powered tools must be cleaned, lubricated, and stored with empty tanks when not in use for extended periods.
- Maintenance logs must be kept for any shop-maintained tools and equipment.

#### **Section 5: Personal Protective Equipment (PPE)**

Employees are required to wear the following PPE when using tools:

- **Eye protection** (safety glasses or face shields) when cutting, grinding, or using power tools
- **Gloves** when handling sharp-edged or abrasive tools
- **Hearing protection** when operating high-noise equipment (e.g., chainsaws, blowers)
- **Steel-toed or safety-toed boots** when operating heavy or sharp tools

Supervisors will verify compliance during daily job briefings and inspections.

#### **Section 6: Safe Work Practices**

- Do not carry tools in pockets or by the power cord.
- Store tools in clean, dry areas off the ground.
- Never remove or bypass safety guards on powered tools.
- Use two hands when operating heavy or high-vibration equipment.
- Keep all coworkers at a safe distance while using swinging or rotating tools.
- Clean tools after use to prevent buildup of grease, sap, or debris.
- Disconnect electric tools from power when changing accessories.

#### **Section 7: Training**

##### **7.1 Required Topics**

- Proper selection and use of each tool type
- PPE requirements for specific tasks
- How to inspect and identify damaged tools
- How to store and transport tools safely
- Reporting procedures for damaged equipment

##### **7.2 Training Frequency**

- **Initial training** upon hire
- **Refresher training** every two years or after any tool-related incident
- **Toolbox talks** as needed when new equipment is introduced or seasonal hazards arise

##### **7.3 Documentation**

Training records will include the trainer name, employee name, date, and topics covered and will be retained for a minimum of three years.

#### **Section 8: Violations and Disciplinary Action**

Failure to follow tool safety procedures will result in disciplinary action, which may include retraining, written warnings, suspension, or termination depending on the severity of the violation.

### **Section 9: Program Review**

This Tool Safety Program will be reviewed annually by the Safety Manager and revised as necessary due to:

- Introduction of new tools or equipment
- Changes in regulations or industry standards
- Incidents or injuries related to tool use

Updates will be communicated to all staff through safety meetings or job briefings.

# Trenching, Excavations, and Safe Shoveling Techniques Program

## Section 1: Purpose

The purpose of this program is to ensure that all trenching, excavation, and manual digging operations performed by Bluegrass Lawn Care employees are conducted safely and in compliance with applicable OSHA regulations, specifically 29 CFR 1926 Subpart P. This program also outlines safe shoveling techniques to prevent musculoskeletal injuries and promote proper body mechanics during manual labor tasks involving soil, gravel, or debris.

## Section 2: Scope

This program applies to all Bluegrass Lawn Care employees involved in trenching, digging, backfilling, or hand shoveling during landscaping, irrigation, drainage, or maintenance operations. It covers the identification of excavation hazards, protective systems, and ergonomic practices for shoveling and soil handling.

## Section 3: Responsibilities

### 3.1 Management

- Ensure that trenching and excavation work is planned and performed in accordance with OSHA standards.
- Provide necessary protective systems (e.g., sloping, shoring, shielding).
- Support training and equipment needs for excavation and manual digging work.

### 3.2 Safety Manager

- Conduct hazard assessments for trenching and excavation tasks.
- Ensure competent person designation and documentation for excavation work.
- Provide training on soil hazards, safe shoveling, and emergency procedures.

### 3.3 Supervisors

- Verify that no employee enters an unprotected trench deeper than 5 feet.
- Ensure that excavation work is performed under the direction of a competent person.
- Monitor field crews for signs of fatigue or unsafe digging practices.

### 3.4 Employees

- Follow all instructions provided by supervisors and the designated competent person.
- Never enter a trench or excavation unless it has been properly protected.
- Use safe lifting and shoveling techniques and report any discomfort or hazards immediately.

## Section 4: Trenching and Excavation Safety

### 4.1 General Requirements

- A **competent person** must inspect all excavations daily before work begins and after any weather changes or soil movement.
- Trenches **5 feet or deeper** must be protected by one of the following systems:
  - Sloping or benching of the trench walls

- Shoring with timber or hydraulic supports
- Shielding with trench boxes
- Trenches **20 feet or deeper** require an engineered protective system.
- Spoil piles, tools, and equipment must be kept **at least 2 feet** from the edge of the trench.
- Access and egress (e.g., ladders or ramps) must be provided every 25 feet of lateral travel in trenches deeper than 4 feet.

#### 4.2 Hazard Identification

Potential hazards include:

- Cave-ins or wall collapse
- Falling objects or tools from above
- Water accumulation and unstable soil
- Underground utility strikes (gas, electric, sewer)
- Hazardous atmospheres in deep or confined excavations

Utility locations must be confirmed prior to digging by contacting the local "Call Before You Dig" (811) service. Hand digging or soft excavation is required near marked utility lines.

#### 4.3 Safe Work Practices

- Never work alone in a trench or excavation.
- Do not use heavy equipment near trench edges unless properly supported.
- Stop work if any crack, slough, or soil bulge is observed.
- Use caution when working in wet, sandy, or loose soil conditions.
- Maintain constant communication with crew members above ground.

### Section 5: Safe Shoveling Techniques

#### 5.1 Ergonomic Principles

To reduce the risk of back, shoulder, and wrist injuries, employees must use the following techniques when shoveling:

- **Use ergonomic shovels** with a bent handle or lightweight materials when available.
- **Warm up and stretch** before performing physically demanding tasks.
- **Position feet shoulder-width apart**, with knees slightly bent for balance.
- **Face the load directly** and avoid twisting the back. Turn your whole body instead.
- **Keep loads small**—don't overload the shovel. Use more scoops if necessary.
- **Lift with your legs**, not your back. Keep the shovel close to your body.
- **Alternate tasks** or switch arms to reduce fatigue and repetitive stress.

#### 5.2 Shoveling in Excavated Areas

- Do not stand on the edge of a trench while shoveling. Maintain a safe distance.
- Avoid shoveling uphill or while bent over for prolonged periods.
- Take breaks frequently during hot or cold weather conditions.
- Wear gloves, boots, and clothing appropriate for the terrain and weather.

### Section 6: Personal Protective Equipment (PPE)

The following PPE must be worn during trenching, excavation, and manual digging operations:

- High-visibility vest or shirt

- Safety-toe boots with slip-resistant soles
- Hard hat when working in or around trenches
- Work gloves suitable for digging or handling debris
- Eye protection when dust, gravel, or debris is present
- Hearing protection when near heavy equipment

### **Section 7: Training Requirements**

All employees involved in trenching, excavation, or frequent shoveling must receive training on:

- Soil classifications and excavation hazards
- Use of protective systems and access points
- Emergency procedures and hazard reporting
- Safe lifting and ergonomic shoveling techniques

Training will be provided upon hire and reviewed annually or after any excavation-related incident. Training records will be maintained by the Safety Manager for a minimum of three years.

### **Section 8: Program Review**

This program will be reviewed annually by the Safety Manager and updated as needed based on field conditions, changes in OSHA standards, or incidents related to trenching and manual digging. Changes will be communicated during safety meetings and reinforced through jobsite briefings and toolbox talks.

# Safety Data Sheet (SDS) Program

## Section 1: Purpose

The purpose of this Safety Data Sheet (SDS) Program is to ensure that all Bluegrass Lawn Care employees have access to accurate, up-to-date information on the hazardous chemicals they may encounter in the workplace. This program establishes procedures for maintaining, accessing, and understanding SDSs in compliance with OSHA's Hazard Communication Standard (29 CFR 1910.1200).

## Section 2: Scope

This program applies to all Bluegrass Lawn Care operations where employees use or are exposed to chemical products such as pesticides, herbicides, fertilizers, fuels, cleaners, lubricants, and other hazardous substances. It includes field crews, maintenance personnel, and shop staff, and is applicable at job sites, in vehicles, and at company facilities.

## Section 3: Responsibilities

### 3.1 Management

- Ensure all chemicals in use have an associated Safety Data Sheet.
- Provide SDS access at each work location, including job sites and vehicles.
- Support training on SDS use and hazard communication.

### 3.2 Safety Manager

- Maintain the master SDS library (digital or physical) for all chemicals used by the company.
- Ensure SDSs are reviewed upon receipt of new products or updated formulations.
- Coordinate training and ensure SDSs are readily accessible to all employees.

### 3.3 Supervisors

- Verify that SDS binders or digital access points are maintained in work vehicles and storage areas.
- Ensure chemicals are properly labeled and that the appropriate SDS is on file.
- Reinforce the importance of reading SDSs before using any hazardous product.

### 3.4 Employees

- Review SDSs before using any unfamiliar chemical or product.
- Follow all instructions for safe handling, use of PPE, and first aid measures listed in the SDS.
- Report any missing or outdated SDSs to a supervisor or the Safety Manager immediately.

## Section 4: SDS Access and Storage

- A current SDS must be available for each hazardous chemical present in the workplace.
- SDSs must be accessible to employees **during every work shift**, without barriers or delay.
- Acceptable formats include:
  - Hard copy SDS binders kept in work vehicles and storage rooms
  - Digital SDS access through a centralized company app or shared file system

- Each SDS must be in English and include all required sections:
  - Identification
  - Hazard identification
  - Composition/information on ingredients
  - First-aid measures
  - Fire-fighting measures
  - Accidental release measures
  - Handling and storage
  - Exposure controls/personal protection
  - Physical and chemical properties
  - Stability and reactivity
  - Toxicological information
  - Ecological, disposal, transport, regulatory, and other relevant information

### **Section 5: Labeling and Container Requirements**

- All chemical containers, including secondary containers, must be labeled clearly with:
  - Product name
  - Hazard warnings (pictograms, signal words)
  - Manufacturer or supplier information
- Never use chemicals from unmarked or illegibly labeled containers. Report any unlabeled products to a supervisor immediately.
- Pre-mixed or transferred chemicals must be labeled using workplace-specific secondary container labels.

### **Section 6: SDS Updates and New Chemicals**

- When a new chemical is introduced into the workplace, the Safety Manager must:
  - Obtain the SDS from the supplier before the product is distributed or used
  - Add the SDS to the master list and vehicle/jobsite binders
  - Communicate any new hazards or handling procedures to employees through a safety meeting or toolbox talk
- Outdated or obsolete SDSs must be replaced immediately upon notification from the manufacturer or supplier.

### **Section 7: Training Requirements**

All employees who handle, use, or may be exposed to hazardous chemicals must receive training on:

- The purpose and structure of Safety Data Sheets
- How to locate and interpret SDS information
- Proper use of PPE as outlined in SDSs
- First aid, spill response, and safe disposal procedures
- How to report exposure, injury, or chemical-related illness

Training will be provided at the time of initial assignment and whenever new hazards are introduced. Refresher training will be conducted annually. Training records will be retained for a minimum of three years.

**Section 8: Program Review**

The SDS Program will be reviewed annually by the Safety Manager or after the introduction of new chemical products, changes in supplier formulations, or regulatory updates. Revisions will be communicated through safety meetings and updated in both the master SDS library and vehicle/jobsite binders.

# Severe Weather Safety Procedures and Serious Accident Response Program

## Section 1: Purpose

The purpose of this program is to ensure the safety of Bluegrass Lawn Care employees during severe weather events and in the aftermath of serious workplace accidents. It establishes proactive measures and response protocols to protect personnel, minimize risk, and ensure compliance with emergency action standards. The procedures outlined apply to both fixed facilities and mobile field operations.

## Section 2: Scope

This program applies to all employees working in office locations, job sites, vehicles, and during transit. It covers both weather-related emergencies (e.g., tornadoes, lightning, floods, heatwaves) and serious workplace incidents (e.g., fatalities, amputations, multiple injuries) that require emergency response and regulatory reporting.

## Section 3: Severe Weather Hazard Types

Bluegrass Lawn Care operations may be affected by the following weather events:

- Thunderstorms and lightning
- Tornadoes and high winds
- Flooding and flash floods
- Extreme heat and heatwaves
- Snow, ice, and freezing rain (for off-season or administrative staff)

## Section 4: Responsibilities

### 4.1 Management

- Monitor weather alerts and close operations if conditions become unsafe
- Ensure employees have access to emergency shelter, water, and communication tools
- Support training and drills for weather-related emergencies

### 4.2 Safety Manager

- Issue weather alerts and initiate action plans as needed
- Ensure field teams have updated weather information and designated shelter locations
- Maintain emergency contact lists and procedures

### 4.3 Supervisors

- Monitor field conditions and suspend outdoor work during dangerous weather
- Account for all employees during a weather emergency
- Ensure employees follow shelter-in-place or evacuation instructions

### 4.4 Employees

- Follow all instructions from supervisors during weather emergencies
- Seek shelter immediately when directed
- Report hazardous conditions, downed power lines, or blocked roads

## Section 5: Procedures by Weather Type

### Lightning and Thunderstorms

- Cease all outdoor work at the first sound of thunder
- Move indoors or to vehicles—do not shelter under trees or near metal equipment
- Stay inside until 30 minutes after the last thunder is heard

### Tornadoes or High Winds

- Seek shelter in a low, enclosed building away from windows
- If in a vehicle and no shelter is available, lie flat in a ditch, covering the head
- Stay tuned to NOAA Weather Radio or alerts from the Safety Manager

### Flooding

- Avoid walking or driving through floodwaters
- Evacuate low-lying areas and avoid creeks, culverts, and underpasses
- Report stranded employees to a supervisor immediately

### Extreme Heat

- Follow heat stress prevention protocols (hydration, rest breaks, shade)
- Modify work hours to early morning or late evening during heat advisories
- Monitor crew members for signs of heat exhaustion or heat stroke

## **Section 6: Serious Accident Definitions**

A serious accident includes any of the following:

- Fatality
- Amputation or loss of body part
- In-patient hospitalization
- Eye loss
- Multiple employee injuries from a single incident
- Incidents involving emergency responders or media attention

## **Section 7: Responsibilities**

### 7.1 Management

- Ensure emergency response plans are in place at each site
- Notify OSHA within required timeframes after serious accidents
- Oversee internal investigations and cooperate with external authorities

### 7.2 Safety Manager

- Coordinate emergency response and medical transport
- Complete required OSHA reporting (see Section 8)
- Lead incident investigation and documentation process

### 7.3 Supervisors

- Call 911 immediately in a serious injury situation
- Secure the scene and keep it unchanged until the investigation is complete (unless doing so would create additional hazards)
- Notify the Safety Manager as soon as emergency care is provided

### 7.4 Employees

- Provide first aid if trained and safe to do so

- Alert supervisors and stay clear of the incident scene unless directed to assist
- Cooperate with investigation and reporting efforts

### **Section 8: Training and Communication**

All employees will be trained during onboarding and annually on:

- Severe weather recognition and safe sheltering practices
- Use of emergency contact systems and alerts
- What to do during a serious accident or medical emergency
- Reporting procedures for both weather-related and injury-related incidents

Supervisors will review emergency procedures during seasonal safety talks and after any incident requiring activation of these protocols.

### **Section 9: Program Review**

This program will be reviewed annually by the Safety Manager or following any severe weather event, serious accident, or OSHA citation. Updates will be communicated during safety meetings, toolbox talks, and crew briefings.

# Slope Awareness and Stability Safety Program

## Section 1: Purpose

The purpose of this Slope Awareness and Stability Safety Program is to protect Bluegrass Lawn Care employees from injury or equipment damage when working on or around slopes, hillsides, embankments, and uneven terrain. This program outlines safe work practices, hazard recognition, equipment precautions, and training requirements to reduce the risk of rollovers, slips, and falls during landscaping, mowing, or maintenance activities.

## Section 2: Scope

This program applies to all Bluegrass Lawn Care employees who operate equipment, perform tasks, or walk on inclined surfaces, whether natural or constructed. It includes field operations involving riding mowers, string trimmers, blowers, hand tools, or any task performed on slopes or banks at job sites.

## Section 3: Responsibilities

### 3.1 Management

- Ensure proper equipment is provided and maintained for slope conditions.
- Support training and policies that reduce risk when working on uneven terrain.

### 3.2 Safety Manager

- Conduct hazard assessments of job sites with slopes or unstable ground.
- Provide training on slope awareness, equipment limitations, and safe movement.
- Review incidents or near misses involving slope instability or rollovers.

### 3.3 Supervisors

- Evaluate slope conditions before work begins.
- Adjust assignments or restrict access to steep or unstable areas.
- Monitor employee behavior and reinforce safe practices.

### 3.4 Employees

- Follow supervisor instructions regarding slope access and equipment use.
- Inspect the work area for hazards such as loose soil, wet grass, or erosion.
- Use caution and proper technique when ascending, descending, or working across slopes.

## Section 4: Slope Hazard Identification

Common slope hazards include:

- Steep inclines exceeding safe operating angles for equipment
- Wet, muddy, or loose ground conditions
- Unstable edges near ditches, retention basins, or road shoulders
- Erosion, washouts, or freshly disturbed soil
- Hidden holes, rocks, or obstacles under tall grass
- Poor visibility or limited footing due to vegetation or slope curvature

Hazards must be assessed before work begins. No employee may operate equipment on a slope without confirming that the terrain is within the safe operating limits for that specific task or machine.

## **Section 5: Safe Work Practices**

To reduce slope-related risks, employees must follow these practices:

- Never operate riding mowers on slopes that exceed the manufacturer's recommended gradient (typically 15° or less).
- Mow **up and down** slopes with riding mowers and **across** slopes with walk-behind equipment unless specified otherwise by the manufacturer.
- Walk slowly and deliberately; wear footwear with slip-resistant soles.
- Avoid working on wet, icy, or rain-soaked slopes unless absolutely necessary.
- Use string trimmers or hand tools on steep grades where mowers cannot safely operate.
- Maintain awareness of your footing and surroundings at all times.
- Keep a safe distance from the top edge of slopes near drop-offs, retaining walls, or culverts.
- Disengage mower blades when repositioning or backing up on slopes.
- Use a spotter when visibility is obstructed or terrain is unfamiliar.

## **Section 6: Equipment Considerations**

- Use only equipment rated for slope use.
- Check tire condition and inflation to ensure stability.
- Ensure all safety features (e.g., ROPS, seat belts) are functional and used properly.
- Reduce speed when turning or changing direction on inclines.
- Inspect slopes before driving over them to identify holes, ruts, or other hazards.
- Do not attempt to pull or tow loads up or down steep slopes.

If equipment begins to slide or tip, the operator must remain seated with hands on the controls and feet on the platform. Do not attempt to jump from a tipping machine unless absolutely necessary.

## **Section 7: Training Requirements**

All employees working on or around slopes must receive training on:

- Identifying slope hazards and environmental factors affecting stability
- Proper body positioning, movement, and balance on uneven terrain
- Equipment limitations and slope-safe mowing strategies
- Emergency procedures in the event of equipment instability or rollover

Training will be conducted during new hire onboarding and reviewed annually. Retraining will be provided after slope-related incidents or as part of seasonal refreshers. All training records will be maintained for a minimum of three years.

## **Section 8: Program Review**

This program will be reviewed annually by the Safety Manager or following any incident involving slopes, rollovers, or terrain-related injuries. Revisions will be communicated through toolbox talks, safety meetings, and field briefings.

# Subcontractor Safety Program

## Section 1: Purpose and Scope

### 1.1 Purpose

The purpose of this Subcontractor Safety Program is to ensure that all subcontractors working under Bluegrass Lawn Care operate safely and in compliance with applicable laws, standards, and site-specific safety requirements. This program outlines the responsibilities, expectations, and procedures for managing subcontractor safety, with the goal of preventing injuries, maintaining a consistent safety culture, and meeting regulatory obligations.

### 1.2 Scope

This program applies to all subcontractors hired by Bluegrass Lawn Care to perform services on company-controlled job sites, properties, or facilities. It includes general labor, specialized trades, temporary labor services, and vendor crews operating equipment or performing physical work on-site.

## Section 2: Subcontractor Safety Policy

Subcontractors working for or on behalf of Bluegrass Lawn Care are required to:

- Comply with all applicable OSHA, EPA, DOT, and state/local safety and health regulations.
- Maintain their own written safety program and insurance coverage.
- Ensure their employees are trained, qualified, and medically fit to perform assigned tasks.
- Monitor and enforce safety compliance among their own personnel.
- Maintain all required incident and injury records, training documentation, and inspection logs.

Failure to meet these requirements may result in delayed onboarding, removal from the jobsite, or termination of the subcontract agreement.

## Section 3: Roles and Responsibilities

### 3.1 Bluegrass Lawn Care Management

- Ensure subcontractors meet prequalification and onboarding requirements.
- Review and approve subcontractor safety documentation prior to work.
- Maintain records of subcontractor insurance, programs, and performance evaluations.
- Enforce corrective action for subcontractors violating safety requirements.

### 3.2 Safety Manager

- Review subcontractor safety programs and certificates of insurance.
- Conduct periodic audits of subcontractor activities for safety compliance.
- Communicate site-specific hazards, policies, and emergency procedures.
- Maintain documentation related to subcontractor incidents, inspections, and evaluations.

### 3.3 Supervisors / Project Leads

- Act as the primary point of contact for subcontractors on site.
- Conduct jobsite orientations for all subcontractor personnel.
- Monitor daily work practices and enforce safety standards.

- Communicate potential hazards, rule changes, and safety alerts promptly.

### **3.4 Subcontractors**

- Provide a copy of their written safety program and site-specific plan upon hire.
- Provide a current certificate of insurance (COI) showing required coverages.
- Maintain their own OSHA logs, injury reports, and safety training records.
- Ensure that all subcontractor employees:
  - Wear appropriate PPE
  - Follow Bluegrass Lawn Care’s site rules
  - Are trained and qualified to operate their equipment and perform assigned tasks

### **Section 4: Subcontractor Compliance Requirements**

Before beginning work, all subcontractors must submit the following:

1. **Certificate of Insurance (COI)** – Including general liability, workers’ compensation, and automobile liability, with Bluegrass Lawn Care listed as certificate holder.
2. **Written Safety Program** – Including hazard communication, PPE, emergency response, training procedures, and any job-specific protocols.
3. **Employee Qualifications** – Proof of relevant licenses, certifications, or operator training (e.g., pesticide applicator, chainsaw safety, flagger certification).
4. **Site-Specific Safety Plan (if applicable)** – For high-risk tasks or large-scale projects.

Failure to provide these documents before the start date may result in project delays or cancellation of contract.

### **Section 5: Hazard Communication**

- Subcontractors will be notified of known site-specific hazards during onboarding and pre-job briefings.
- Bluegrass Lawn Care will share:
  - Locations of overhead lines, underground utilities, and water hazards
  - Known environmental risks (e.g., ticks, poison ivy, chemical exposure)
  - Restricted zones or traffic flow maps
  - Emergency contacts and procedures
- Subcontractors are responsible for sharing this information with all crew members and ensuring their employees understand how to protect themselves.

### **Section 6: Incident Reporting and Recordkeeping**

- Subcontractors must maintain their own OSHA logs (300, 300A, and 301 if applicable).
- All injuries, near-misses, property damage, or environmental incidents must be reported to the Bluegrass Lawn Care supervisor **immediately**, no later than the end of the workday.
- Subcontractors are required to conduct their own incident investigations and share a written summary of the findings with the Safety Manager within 48 hours of the incident.
- All subcontractor safety performance records (e.g., injury rates, violations, training logs) must be available upon request.

### **Section 7: Evaluation and Oversight**

- Subcontractors may be subject to safety audits or inspections at any time during the course of their work.
- Non-compliance with safety standards or repeated violations may result in:
  - Stop-work orders
  - Written corrective action plans
  - Dismissal from the project or termination of the contract
- Subcontractor safety performance will be reviewed at project completion and retained for future prequalification.

**Section 8: Procedures Summary**

<b>Task</b>	<b>Responsible Party</b>	<b>Timing</b>
Submit COI and Safety Program	Subcontractor	Prior to start of work
Verify insurance and documents	Safety Manager	During onboarding
Conduct safety orientation	Supervisor/Subcontractor	First day on-site
Communicate site hazards	Supervisor/Safety Manager	Before work begins
Monitor worksite safety	Supervisor/Safety Manager	Daily
Report incidents	Subcontractor	Immediately
Provide incident summary	Subcontractor	Within 48 hours
Maintain own safety records	Subcontractor	Ongoing
Conduct audits and reviews	Safety Manager	As needed or quarterly

**Section 9: Acknowledgment and Compliance Agreement**

All subcontractors must sign a Subcontractor Safety Compliance Acknowledgment Form confirming that they:

- Understand and agree to the requirements of this program
- Have submitted the required documentation
- Will ensure all employees comply with Bluegrass Lawn Care safety expectations
- Accept responsibility for safety performance while working on any Bluegrass-controlled site

Signed forms will be retained on file for the duration of the subcontractor’s relationship with Bluegrass Lawn Care.

# Work Zone and Traffic Control Program

## Section 1: Purpose and Scope

### 1.1 Purpose

This Work Zone and Traffic Control Program establishes safe practices for setting up and managing temporary work zones to protect employees, the public, and property. It outlines the procedures for identifying hazards, installing appropriate warning devices, and ensuring safe operation of vehicles and equipment near pedestrians or traffic.

### 1.2 Scope

This program applies to all Bluegrass Lawn Care operations conducted in areas where employees are exposed to vehicle or pedestrian traffic, including:

- Roadways and shoulders
- Parking lots and driveways
- Public sidewalks and easements
- Commercial and residential properties with public access

It addresses the setup, maintenance, and removal of work zones, as well as personal protective equipment (PPE), signage, and communication procedures for field crews.

## Section 2: Regulatory References

This program complies with:

- OSHA General Duty Clause, Section 5(a)(1)
- OSHA 29 CFR 1926 Subpart G (Signs, Signals, and Barricades)
- MUTCD – Part 6: Temporary Traffic Control
- Applicable state DOT work zone requirements

## Section 3: Roles and Responsibilities

### 3.1 Management

- Provide required traffic control devices (cones, signage, barricades, high-visibility apparel).
- Ensure employee training and retraining is completed and documented.
- Support acquisition of MUTCD-compliant devices and layouts as necessary.

### 3.2 Safety Manager

- Maintain this program and perform field audits of work zones.
- Review and approve any site-specific traffic control plans.
- Coordinate employee training and certification where required (e.g., flagger certification if applicable).

### 3.3 Supervisors

- Conduct pre-job assessments to determine work zone and traffic control needs.
- Ensure work zones are established before equipment is operated.
- Assign and supervise spotters or flaggers as needed.

### 3.4 Employees

- Follow the requirements of this program at all times.

- Wear all required PPE in and around work zones.
- Assist with setup and teardown of signs, cones, and barriers.
- Report unsafe conditions or public interference immediately.

#### **Section 4: Hazard Identification**

Common work zone and traffic-related hazards include:

- Close proximity to moving vehicles (e.g., passing traffic or customer parking areas)
- Limited visibility due to curves, landscaping, or parked vehicles
- High-speed roads or blind corners
- Pedestrian interference or entry into the work area
- Equipment operation near sidewalks, streets, or public walkways

#### **Section 5: Work Zone Setup**

##### **5.1 Non-Roadside and Residential Zones**

- Mark boundaries with cones, barricades, or caution tape.
- Position signs at site entrances such as “Work Area – Keep Out” or “Lawn Care in Progress.”
- Ensure pathways remain clear or reroute pedestrian traffic with barriers and signage.
- Establish buffer zones between pedestrians/vehicles and active equipment.

##### **5.2 Parking Lots and Driveways**

- Position cones around work vehicles to establish a safe buffer zone.
- Display signage such as “Landscaping Ahead” or “Equipment in Use.”
- Park trailers to create a physical barrier when feasible.
- Avoid obstructing traffic unless a flagger or formal detour is provided.

##### **5.3 Roadside Work Zones**

- Use MUTCD-compliant signage, such as:
  - “Work Ahead”
  - “Slow”
  - “Shoulder Work”
  - “Flagger Ahead” (if applicable)
- Place advance warning signs at least 100 feet before the work zone (adjust based on speed limit and sight distance).
- Use cones spaced 10–40 feet apart to guide traffic around the work area.
- Position work vehicles with hazard flashers on and away from traffic lanes when possible.
- Use a spotter or flagger for work on roads with speed limits  $\geq 35$  mph or limited visibility.

#### **Section 6: Traffic Control Devices**

##### **6.1 Cones and Barricades**

- Minimum 28 inches tall with reflective collars for road use.
- Used to define work zone perimeter and redirect traffic or pedestrians.

##### **6.2 Warning Signs**

- MUTCD-compliant orange diamond-shaped signs with black lettering for temporary traffic control.
- Mounted on stands or posts; never leaned against vehicles.

### **6.3 High-Visibility Apparel**

- All employees working within public rights-of-way or near vehicle traffic must wear **ANSI/ISEA 107 Class 2 or Class 3** high-visibility vests or shirts.

### **Section 7: Flagging Operations**

Flaggers are only used when necessary and must:

- Be trained in proper hand signals, positioning, and communication
- Wear high-visibility apparel with reflective striping
- Use STOP/SLOW paddles or flags per MUTCD guidance
- Stand in a visible, protected location with a clear escape path
- Maintain communication with spotters, operators, or the supervisor in charge

If Bluegrass Lawn Care operates in a jurisdiction that requires formal certification for flaggers, only certified individuals may perform the duty.

### **Section 8: Equipment and Vehicle Safety**

- Operators must perform 360-degree walkarounds before moving vehicles or equipment.
- Backing vehicles requires a spotter unless a rearview camera or backup alarm is used.
- Equipment must be secured when parked, with keys removed and any hydraulic arms lowered.
- Engines should be turned off during extended stationary periods in public areas.

### **Section 9: Personal Protective Equipment (PPE)**

Required PPE for work zones includes:

- High-visibility reflective vest/shirt (Class 2 minimum)
- Safety-toed or slip-resistant boots
- Eye protection when operating trimmers, mowers, or blowers
- Hearing protection when working near high-noise equipment
- Gloves and other job-specific PPE as determined by the task

### **Section 10: Communication and Coordination**

- A pre-job briefing is required before beginning any job involving a work zone.
- Communication methods (e.g., radios, phones, hand signals) must be established and understood by all crew members.
- Any traffic-related concerns must be reported immediately to the supervisor.

### **Section 11: Work Zone Breakdown**

- Remove all signs, cones, and barriers once work is complete.
- Inspect the area to ensure no debris or equipment remains.
- Ensure public walkways, driveways, and roads are fully cleared.
- Note any incidents or concerns on the jobsite log for review.

### **Section 12: Training and Documentation**

#### **12.1 Training Topics**

- Work zone setup and teardown procedures
- MUTCD traffic control basics
- Use and placement of signs and cones
- Spotting, backing, and flagging procedures
- PPE use in work zones

### **12.2 Frequency**

- Initial training during onboarding
- Annual refresher training
- Additional instruction following incidents or jobsite audits

### **12.3 Documentation**

Training and field audit records must be maintained for at least three years. The Safety Manager is responsible for ensuring all applicable documentation is completed and available.

### **Section 13: Program Review and Updates**

- This program shall be reviewed annually by the Safety Manager or after any incident involving work zones or public complaints.
- Updates shall be communicated to all affected employees and incorporated into the Safety Program.
- Failure to comply with this program may result in disciplinary action, retraining, or reassignment.

# Workers' Compensation and OSHA Reporting Program

## **Section 1: Purpose**

The purpose of this Workers' Compensation and OSHA Reporting Program is to ensure that all work-related injuries, illnesses, and incidents at Bluegrass Lawn Care are properly reported, documented, and managed in compliance with both state workers' compensation laws and federal Occupational Safety and Health Administration (OSHA) regulations. This program establishes a clear process for injury response, claim management, and mandatory OSHA reporting and recordkeeping, with the goal of promoting safety, legal compliance, and timely care for injured employees.

## **Section 2: Scope**

This program applies to all Bluegrass Lawn Care employees, supervisors, and managers at all job sites, company facilities, and during work-related travel. It addresses procedures for reporting workplace injuries and illnesses, filing workers' compensation claims, submitting OSHA-required reports, and maintaining regulatory records.

## **Section 3: Responsibilities**

### 3.1 Management

- Maintain workers' compensation insurance coverage for all employees.
- Ensure company policies comply with applicable OSHA and state-specific workers' compensation regulations.
- Support timely reporting, investigation, and corrective action following workplace injuries.

### 3.2 Safety Manager

- Receive and review all injury and illness reports.
- Coordinate workers' compensation claim submissions and follow-up with medical providers and claims administrators.
- Manage OSHA-required recordkeeping, including OSHA 300, 300A, and 301 logs.
- Submit mandatory OSHA reports for serious injuries, hospitalizations, amputations, or fatalities.
- Conduct investigations and lead corrective action efforts following incidents.

### 3.3 Supervisors

- Ensure that employees receive prompt first aid or emergency care.
- Complete injury report forms and submit them to the Safety Manager within 24 hours of notification.
- Assist with the initial investigation and help implement preventive measures.
- Reinforce injury prevention and safety training in daily operations.

### 3.4 Employees

- Report all work-related injuries, illnesses, or near-misses immediately to their supervisor.

- Cooperate with medical treatment, return-to-work restrictions, and claims documentation.
- Participate in safety training and hazard identification to help prevent future incidents.

#### **Section 4: Injury and Illness Reporting Procedure**

Employees must report any work-related injury or illness—no matter how minor—to their supervisor immediately. The following procedure must be followed:

- Step 1: Supervisor provides first aid or arranges medical treatment as needed. For serious injuries, call 911.
- Step 2: Supervisor completes an Incident and Injury Report Form and submits it to the Safety Manager within 24 hours.
- Step 3: The Safety Manager evaluates the incident and initiates a workers' compensation claim, if applicable.
- Step 4: The Safety Manager conducts an incident investigation to identify root causes and necessary corrective actions.
- Step 5: Employee follows all medical instructions and submits updated work status reports as required.

#### **Section 5: Medical Treatment and Workers' Compensation Claims**

- Bluegrass Lawn Care designates approved occupational health clinics for non-emergency medical treatment.
- Employees must visit the designated clinic for evaluation unless the injury is life-threatening or requires emergency care.
- The Safety Manager coordinates directly with the workers' compensation insurance provider to open and manage claims.
- Employees may be assigned modified duties consistent with their medical restrictions as part of the Return-to-Work program.
- Medical records, work status reports, and claims communication must be promptly forwarded to the Safety Manager.

#### **Section 6: OSHA Compliance and Reporting Requirements**

The Safety Manager is responsible for ensuring compliance with all applicable OSHA recordkeeping and reporting rules.

##### **6.1 OSHA Recordkeeping**

- OSHA 300 Logs are maintained for all recordable injuries and illnesses.
- OSHA 301 Incident Reports are completed for each qualifying case.
- OSHA 300A Summary forms are posted annually from February 1 to April 30 in a visible area at each fixed facility.

##### **6.2 OSHA Mandatory Reporting**

The Safety Manager must report the following events directly to OSHA within specified timeframes:

- Work-related **fatality** – within **8 hours**
- Work-related **inpatient hospitalization, amputation, or eye loss** – within **24 hours**

Reports can be submitted by phone to the nearest OSHA office, online via the OSHA reporting portal, or by calling the OSHA 24-hour hotline at 1-800-321-6742.

### 6.3 Record Retention

All OSHA and injury-related documentation will be retained for a minimum of five years, including:

- OSHA 300, 300A, and 301 forms
- Internal incident and injury reports
- Correspondence with claims administrators and healthcare providers
- Return-to-work forms and restrictions

### **Section 7: Employee Rights and Non-Retaliation Policy**

Bluegrass Lawn Care strictly prohibits retaliation against employees who report work-related injuries, file workers' compensation claims, or participate in OSHA-related investigations.

Employees have the right to:

- Report injuries and illnesses without fear of discipline or retaliation
- Receive prompt and appropriate medical care
- Review and request copies of OSHA injury and illness records
- File a complaint with OSHA if they believe their safety rights are being violated

Retaliation, discrimination, or intimidation for reporting an injury or concern is grounds for disciplinary action, up to and including termination.

### **Section 8: Training Requirements**

All employees will receive training on:

- How to report work-related injuries and illnesses
- Workers' compensation benefits and claim procedures
- OSHA injury and illness recordkeeping (for supervisors and managers)
- Emergency and first aid response procedures
- Return-to-Work policies and responsibilities

Training will be provided upon hire and reviewed annually. Refresher training will be conducted after any incident that reveals a gap in knowledge or policy compliance.

### **Section 9: Program Review**

This program will be reviewed annually by the Safety Manager or following any significant injury, regulatory update, or change to workers' compensation or OSHA reporting requirements. Revisions will be communicated through toolbox talks, safety meetings, and supervisor briefings.

## Conclusion

Bluegrass Lawn Care is committed to providing a safe and healthy work environment for all employees through proactive training, clear expectations, and safe work practices. The policies and procedures outlined in this program are designed to prevent injuries, promote awareness, and ensure compliance with regulatory requirements.

Every employee plays a vital role in maintaining a safe workplace. By following the safety guidelines provided in this program, reporting hazards or incidents promptly, and using equipment responsibly, employees help protect themselves, their coworkers, and the public.

This safety program is a living document that will be reviewed and updated regularly based on field observations, incident trends, and regulatory changes. Employees will be notified of all updates and are expected to participate in required refresher training.

### **Employee Acknowledgement**

I acknowledge that I have received, read, and understand the contents of the Bluegrass Lawn Care Safety Program. I understand that it is my responsibility to comply with all safety policies and procedures outlined in this document and to immediately report any unsafe conditions, hazards, or injuries to my supervisor.

I understand that failure to follow safety protocols may result in corrective action, up to and including termination, depending on the nature and severity of the violation.

By signing below, I confirm that I have been given the opportunity to ask questions and that I will actively participate in maintaining a safe and respectful work environment.

Employee Name (Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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

Supervisor Name (Print): \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

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