FRESH START
MAINTENANCE INC

VETERAN
OWNED BUSINESS

INJURY, ILLNESS AND PREVENTION HANDBOOK

"Your Safety is our Priority"

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TABLE OF CONTENTS

TABLE OF CONTENTS

INTRODUCTION

At Fresh Start Maintenance Inc. workplace safety training is crucial for educating our employees on recognizing hazards, reducing accident risks, and handling emergencies, covering topics like fall protection, ergonomics, hazardous materials. It equips our employees with the knowledge and skills to identify, react, and mitigate risks, ultimately fostering a safer & more compliant work environment.

WHAT IS WORKPLACE SAFETY TRAINING?

- **Definition:** Workplace safety training is a structured program designed to educate employees on workplace safety practices and protocols.
- **Purpose:** It aims to prevent accidents, injuries, & illnesses by increasing employee awareness of potential hazards and how to avoid them.
- **Importance:** Employers have a responsibility to provide a safe workplace, and training is a key part of fulfilling that responsibility.
- **Benefits:**
  - Fewer injuries and illnesses
  - Better employee morale
  - Lower insurance premiums
  - Reduced workplace accidents
  - A more secure and conscientious working environment

EMPLOYEES RESPONSIBILITIES & RIGHTS

Employees have both rights and responsibilities in the workplace. **Rights are entitlements or privileges, while responsibilities are duties and obligations.** These include things like the right to a safe work environment, freedom from discrimination, and the right to report unfair treatment, while responsibilities involve adhering to company policies, providing honest and loyal service, and following lawful instructions.

EMPLOYEE RESPONSIBILITIES:

- **To perform work honestly and loyally:** Employees are expected to be honest and loyal in their work and to follow all lawful instructions from their employer.
- **To follow company policies and procedures:** Employees are responsible for adhering to company policies and procedures.
- **To report any unsafe conditions or incidents:** Employees have a responsibility to report any unsafe conditions or incidents to their employer or supervisor.
- **To use safety equipment as directed:** Employees are responsible for using all safety equipment provided by their employer as instructed.
- **To comply with all relevant safety regulations:** Employees have a responsibility to comply with all applicable workplace safety and health standards.
- **To report job-related injuries or illnesses:** Employees are responsible for reporting any job-related injuries or illnesses to their employer promptly.
- **To not discriminate against or harass coworkers:** Employees should not discriminate against or harass their coworkers based on protected characteristics.
- **To respect the rights and dignity of others:** Employees should treat their coworkers and supervisors with respect and dignity.

EMPLOYEE RIGHTS:

- **Right to a safe workplace:** Employers have a duty to provide a workplace free from known hazards and to ensure safe working conditions.
- **Freedom from discrimination:** Employees have the right to be free from discrimination on the basis of race, gender, religion, sex, national origin, disability, age, and genetic information.
- **Right to equal pay for equal work:** Employees have the right to be paid fairly for their work & to receive reasonable accommodations if needed due to medical conditions or religious beliefs.
- **Right to a fair and respectful work environment:** Employees have the right to be treated with dignity and respect and to be free from harassment and bullying.
- **Right to report discrimination or unfair treatment:** Employees can report any instances of discrimination or unfair treatment without fear of retaliation.
- **Right to receive the required safety equipment:** Employers must provide employees with the necessary safety equipment to protect them from harm.
- **Right to request workplace changes based on religious beliefs or disabilities:** Employees can request reasonable accommodations if their religion or disability requires them to do so.
- **Right to be consulted about safety in the workplace:** Employees have the right to be consulted by the employer about matters relating to health and safety in the workplace.
- **Right to refuse unsafe work:** Employees have the right to refuse to perform tasks that they reasonably believe are unsafe, but they may also face repercussions.

TEAMWORK

Teamwork is the collaborative effort of a group to achieve a common goal or to complete a task in an effective and efficient way.

KEY ELEMENTS:

- **Collaboration:** Team members work together, sharing ideas and resources.
- **Shared Goal:** The team has a clear objective that everyone is working towards.
- **Interdependence:** Team members rely on each other to achieve the goal.
- **Communication:** Open and effective communication is crucial for coordinating efforts.
- **Respect and Trust:** A positive and supportive environment fosters teamwork.

BENEFITS OF TEAMWORK:

- **Enhanced Creativity:** Diverse perspectives can lead to more innovative solutions.
- **Greater Motivation:** Working towards a shared goal can be more motivating than working alone.
- **Increased Efficiency:** By pooling resources and skills, teams can often achieve tasks more quickly and effectively.
- **Improved Problem-Solving:** Teams can tackle complex issues more effectively by combining different viewpoints & expertise.
- **Skill Development:** Teamwork provides opportunities for individuals to learn from each other and develop new skills.

FRESH START SAFETY MEETINGS

To ensure safety and effective communication, being fully present and engaged during safety meetings is crucial, requiring active listening, focusing on the information, and avoiding distractions.

WHY BEING PRESENT MATTERS:

- **Improved Safety:** Safety meetings are designed to share information and procedures that can prevent accidents and injuries. Being present ensures you receive this vital information.
- **Enhanced Communication:** Active participation and engagement foster a culture of open communication, where concerns can be voiced and safety issues addressed effectively.
- **Increased Awareness:** Being present helps you stay informed about potential hazards, new safety protocols, and best practices, ultimately leading to a safer work environment.
- **Respect for Others:** Attending meetings and actively participating demonstrates respect for the time and efforts of those leading the meeting and your fellow employees.

HOW TO BE PRESENT:

- **Arrive on Time:** Punctuality shows respect and allows you to fully participate in the meeting from the beginning.
- **Minimize Distractions:** Turn off phones, put away personal items, and avoid engaging in unrelated conversations or activities.
- **Active Listening:** Pay attention to the speaker, maintain eye contact, and take notes to ensure you understand the information being presented.
- **Ask Questions:** If something is unclear or you are concerned, don't hesitate to ask questions. This demonstrates engagement and helps ensure everyone is on the same page.
- **Participate in Discussions:** Share your experiences, insights, or concerns related to safety, contributing to a more comprehensive and effective discussion.
- **Take Notes:** Document key points, action items, and any questions you may have for later reference.
- **Review Information:** After the meeting, review your notes and ensure you understand the key takeaways and your responsibilities.
- **Follow Through:** Implement any safety procedures or actions discussed in the meeting to ensure a safer working environment.

EMERGENCY SITUATION

In an emergency, immediately stop work, evacuate to a safe location, and follow designated procedures for your specific situation, including contacting emergency services if needed.

Here's a more detailed breakdown of general emergency procedures:

01

EMERGENCY EVACUATION:

- **Stop Work:** Immediately cease all activities and follow evacuation procedures.
- **Evacuate Safely:** Proceed to the nearest safe exit, using stairwells instead of elevators, and close doors behind you.
- **Gather at Assembly Point:** Proceed to the designated emergency assembly area and account for all personnel.
- **Do Not Re-Enter:** Remain at the assembly point until instructed otherwise by emergency personnel.
- **Evacuation Coordinators:** Identify and designate evacuation coordinators to assist with evacuation and headcount.

02

EMERGENCY RESPONSE:

- **Raise the Alarm:** Activate the fire alarm or alert others to the emergency.
- **Call Emergency Services:** Dial 911 or the designated emergency number.
  First Aid: Provide first aid to those injured, if trained, until professional help arrives.
- **Confined Space Rescue:** If a rescue is needed, the rescue service must close off the area, get authorized entrants out, and perform first aid as needed.
- **Bloodborne Pathogen Exposure:** Wash needlesticks and cuts with soap and water. Flush splashes to the nose, mouth, or skin with water. Irrigate eyes with clean water, saline, or sterile irritants. Report the incident to your supervisor and seek medical treatment immediately.

FIRST AID

(Each truck contains a first aid kit, in addition to our workshop and office)

First aid involves providing immediate care to someone injured or ill until professional medical help arrives, focusing on assessing the situation, calling for help, and providing basic care like controlling bleeding, treating shock, and ensuring a clear airway. Here's a breakdown of key first aid procedures:

ASSESS THE SCENE AND VICTIM:

- **Safety First:** Ensure the scene is safe for you and the victim before approaching.
- **Initial Assessment:** Quickly check the victim's responsiveness, breathing, and signs of life-threatening conditions.
- **Call for Help:** Dial 911 (or your local emergency number) immediately if the situation is serious.
- **Obtain Consent:** If the victim is conscious, ask for permission to help.

BASIC LIFE SUPPORT (BLS):

- **Airway:** Ensure the airway is open and clear by using the head-tilt/chin-lift method (unless a spinal injury is suspected).
- **Breathing:** Check for breathing and, if necessary, provide rescue breaths.
- **Circulation:** Check for a pulse, & if there's no pulse, start Cardiopulmonary Resuscitation (CPR).

CONTROLLING BLEEDING:

- **Direct Pressure:** Using a clean cloth or bandage, apply firm pressure directly to the wound.
- **Elevation:** If possible, elevate the injured limb above the heart to reduce bleeding.
- **Tourniquet:** If direct pressure fails to control severe bleeding, apply a tourniquet.

TREATING SHOCK:

- **Keep the Victim Warm:** Cover them with a blanket or coat to prevent hypothermia.
- **Reassure the Victim:** Stay with the victim and provide reassurance.
- **Do Not Give Food or Drink:** Unless instructed by medical professionals.

OTHER COMMON FIRST AID PROCEDURES:

- **Burns:** Cool the burn with cool (not ice-cold) water for 10-20 minutes.
- **Sprains and Strains:** Use the RICE method: Rest, Ice, Compression, and Elevation.
- **Choking:** Perform abdominal thrusts (Heimlich maneuver).
- **Broken Bones:** Immobilize the injured area with a splint or bandage.
- **Minor wounds:** Clean the wound with soap and water, apply a bandage, & change it regularly.

IMPORTANT NOTES:

- First aid is not a substitute for professional medical care.
- Always seek professional medical help for serious injuries or illnesses.
- Consider taking a first aid course to learn more about these procedures.
- Remember the "3 Cs" of first aid: Check, Call, Care

INCIDENT REPORTING

Incident reporting involves documenting and managing incidents like workplace accidents, security breaches, or property damage to understand their causes and prevent recurrence, often using a form to record details.

WHAT IS INCIDENT REPORTING?

Incident reporting is the process of capturing, recording, and managing incidents, which can include workplace accidents, injuries, security incidents, property damage, or near misses. It's a crucial part of incident management, aiming to understand the root causes of incidents and implement preventative measures to avoid similar occurrences in the future. Incident reports are typically documented using a form that collects relevant information about the incident.

WHY IS INCIDENT REPORTING IMPORTANT?

- **Safety and Risk Reduction:** By documenting incidents, organizations can identify patterns and trends, leading to better risk assessments and proactive safety measures.
- **Learning and Improvement:** Incident reports provide valuable insights into what went wrong, allowing for corrective actions and process improvements.
- **Legal Compliance:** In many industries and jurisdictions, there are legal requirements for reporting certain types of incidents, such as workplace injuries or accidents.
- **Improved Communication:** Incident reports help ensure that all relevant stakeholders are aware of incidents and the actions taken to address them.
- **Protection of Organizations:** Detailed incident reports can be helpful in defending against legal claims or insurance disputes.

STEPS IN THE INCIDENT REPORTING PROCESS:

- **Report the Incident:** Any employee who experiences an incident should report it promptly.
- **Complete the Incident Report Form:** Fill out the form with all relevant details.
- **Investigate the Incident:** Conduct a thorough investigation to determine the root cause and contributing factors.
- **Take Corrective and Preventative Actions:** Implement measures to address the identified issues and prevent similar incidents from occurring in the future.
- **Follow-up and Review:** Regularly review incident reports and the effectiveness of corrective and preventative actions.

WHAT INFORMATION SHOULD BE INCLUDED IN AN INCIDENT REPORT?

- Date and Time of the Incident:
- Location of the Incident:
- Description of What Happened:
- Who Was Involved:
- Any Witnesses:
- Injuries or Damages:
- Actions Taken at the Time:
- Name and Contact Details of the Person Reporting the Incident:
- Supporting Evidence:
- Pictures, video footage, or illustrations:
- Signatures from the people impacted or witnesses:

REPORTING SUSPICIOUS ACTIVITY

To report suspicious activity within a company, utilize any internal channels like an anonymous hotline, a compliance officer, or the HR department, while also considering reporting to local law enforcement or relevant authorities for serious concerns.

INTERNAL REPORTING CHANNELS:

- **Anonymous Hotline:** 1.844.307.2319 / 1.561.308.2773 or 1.561.603.7788
- **Compliance Officer:** Our company's Compliance Officer is the designated personnel in upper management. Ie. President, Vice President or Business Manager.
- **HR Department:** This is an option if there's no hotline or compliance officer but be aware that they might have to disclose your identity during the investigation.
- **Company Policy:** Familiarize yourself with your company's policies regarding reporting suspicious activity, which may outline specific procedures and contact information.
- **Email:** Office@FreshStartMaintenance.com, Admin@FreshStartMaintenance.com, Admin2@FreshStartMaintenance.com, Nicholas@FreshStartMaintenance.com.

PERSONAL PROTECTIVE EQUIPMENT

To ensure safety, Personal Protective Equipment (PPE) should be chosen, used, and maintained appropriately for the specific hazards in the workplace, ensuring proper fit, comfort, and inspection before each use, and following manufacturer guidelines.

GENERAL GUIDELINES FOR PPE SAFETY:

- **Proper Selection:** Choose PPE that is appropriate for the specific hazards and tasks.
- **Training:** Ensure workers are trained on the proper use, limitations, & maintenance of their PPE.
- **Fit and Comfort:** Ensure PPE fits properly and comfortably to encourage consistent use.
- **Inspection:** Inspect PPE for damage or wear and tear before each use & replace if necessary.
- **Storage:** Store PPE in a clean and dry area to prevent damage or contamination.
- **Reporting Issues:** Encourage workers to report any issues or discomfort with their PPE.
- **Hazard Assessment:** Identify and assess the hazards in the workplace to determine the necessary PPE.
- **Clean and Maintain:** Clean and maintain PPE according to manufacturer guidelines to ensure its effectiveness.
- **Employer Responsibility:** Employers are responsible for providing the required PPE at no cost to workers.
- **PPE as a Last Resort:** PPE should be used as the last line of defense against hazards, after engineering and administrative controls have been implemented.
- **OSHA Standards:** Occupational Safety and Health Administration (.gov) standards govern PPE use in various workplaces.
- **CDC Guidelines:** Centers for Disease Control and Prevention (.gov) guidelines dictate the types of PPE used in medical settings.
- **Examples of PPE:**
  - Eye Protection: Safety glasses, goggles, face shields
  - Head Protection: Hard hats, helmets
  - Foot Protection: Safety boots, shoes
  - Hand Protection: Gloves
  - Respiratory Protection: Respirators, masks
  - Body Protection: Aprons, gowns, coveralls
  - Hearing Protection: Earplugs, earmuffs

HYRDATION

Hydration safety, especially in hot environments or during physical activity, is crucial for preventing heat-related illnesses and maintaining overall health. It involves drinking enough fluids, including water and electrolytes, to replace those lost through sweat, and recognizing signs of dehydration.

WHY IS HYDRATION IMPORTANT?

- **Prevents heat-related illnesses:** Dehydration can lead to heat exhaustion, heatstroke, and other heat-related illnesses, especially in hot and humid conditions.
- **Maintains bodily functions:** Hydration is essential for regulating body temperature, lubricating joints, delivering nutrients to cells, and keeping organs functioning properly.
- **Improves performance:** Adequate hydration can enhance physical and cognitive performance, especially during exercise or strenuous work.

OSHA REGULATIONS:

OSHA emphasizes the importance of hydration safety in the workplace, particularly for employees exposed to heat. Fresh Start Maintenance Inc. provides ice and potable water access to all our employees and requires routine wellness breaks throughout a workday.

TIPS FOR STAYING HYDRATED:

- **Drink regularly:** Don't wait until you feel thirsty to drink; aim to drink water consistently throughout the day.
- **Monitor your urine:** Light yellow urine indicates good hydration, while darker colors suggest you need more fluids.
- **Adjust for activity:** Increase fluid intake before, during, & after physical activity to compensate for sweat loss.
- **Include electrolytes:** For intense or prolonged exercise, consider beverages that replenish electrolytes like sodium, potassium, and magnesium.
- **Improves performance:** Adequate hydration can enhance physical & cognitive performance, especially during exercise or strenuous work.
- **Choose hydrating foods:** Eat water-rich foods like fruits and vegetables.
- **Limit alcohol & caffeine:** These can dehydrate the body.
- **Carry a water bottle:** Keep a reusable water bottle handy and refill it throughout the day.
    - Drink before, during, and after exercise
    - Drink extra fluids during hot weather or when you are sick
    - Get medical help right away if you experience confusion, fainting, rapid heartbeat or breathing, or can't urinate:
    - When working in the heat, drink 1 cup (8 ounces) of water every 15–20 minutes .
    - Do not drink more than 48 ounces of water in an hour

Am I drinking enough water?

Use this urine colour chart to check how hydrated you are. It is important to drink plenty of water every day to stay healthy.

1
2
3
4
5
6
7
8

1 to 2: Hydrated

Pale, odourless and plentiful urine usually means that you are well hydrated.
Keep drinking at the same rate.

3 to 4: Mildly dehydrated

Slightly darker yellow urine usually means that you need to drink more water.
Drink a glass of water now.

5 to 6: Dehydrated

Medium-dark yellow urine usually means that you are dehydrated.
Drink 2-3 glasses of water now.

7 to 8: Very dehydrated

Darker, strong-smelling urine in small amounts can be a sign of dehydration.
Drink a large bottle of water immediately.

What can change the colour of my urine?

Certain foods, medications and vitamin supplements may change your urine colour even if you are hydrated.

Important

The colours on this chart should only be used as a guide and should not replace the advice of a health professional. Speak to your doctor if you are worried about the colour of your urine, the amount of water you drink or dehydration.

healthdirect.gov.au

healthdirect

American Heart Association.
Healthy for Good™

IT'S GREAT TO HYDRATE.

Staying hydrated benefits your body.

What is hydration?
Your body needs water to function. Hydration is the process of replacing water within your body.

What are sources of hydration?
Water is best. Water-rich foods (like fruits and veggies) also work to hydrate you.

Why is hydration important?
Staying hydrated helps your heart pump blood through the body, and helps to rid the body of waste. It also helps to regulate body temperature.

Rethink what you drink.
Avoid sugary fruit juices and sodas. (Even many "sports drinks" are high in sugar and calories.) Caffeinated beverages cause you to lose fluids and become less hydrated.

Staying well-hydrated.
Each person is different. But, in general, experts recommend about 15 and a half cups (or 3.7 liters) of fluids per day for men, and about 11 and a half cups (or 2.7 liters) of fluids per day for women. *(Note that's cups, not glasses. Drinking glasses and water bottles often hold more than one cup.)*

Make hydration a habit.
Our "Habit Coach" videos unpack the science behind habits.

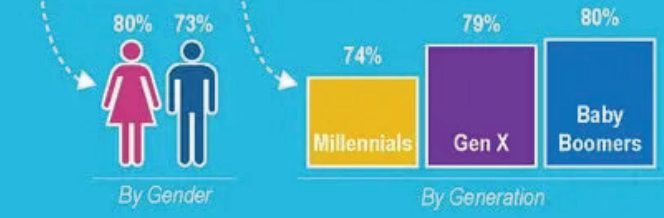
Make good hydration a daily routine.

heart.org/healthyforgood

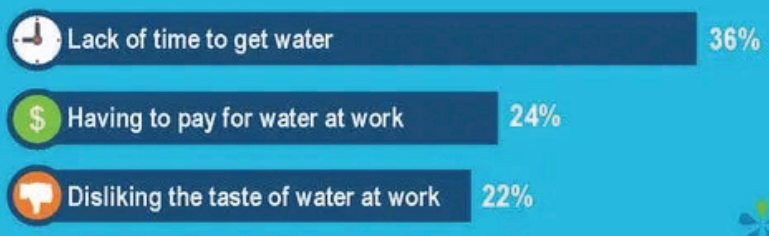
WHY IT PAYS TO KEEP EMPLOYEES HYDRATED

MORE THAN 3 IN 4 WORKERS

don't drink enough water daily at work.



BARRIERS to proper HYDRATION AT WORK include:



Experts say even

MILD DEHYDRATION

can negatively impact us at work.

But, research[1] shows

DRINKING WATER

can improve our:

TIPS FOR EMPLOYERS

Review floor plans to ensure easy access to water sources.

Provide fresh, free, filtered, great-tasting water that doesn't run out.

Create engaging campaigns that encourage hydration, productivity, and health.

Source: Quench Survey of 1,000+ American Workers, Spring 2018

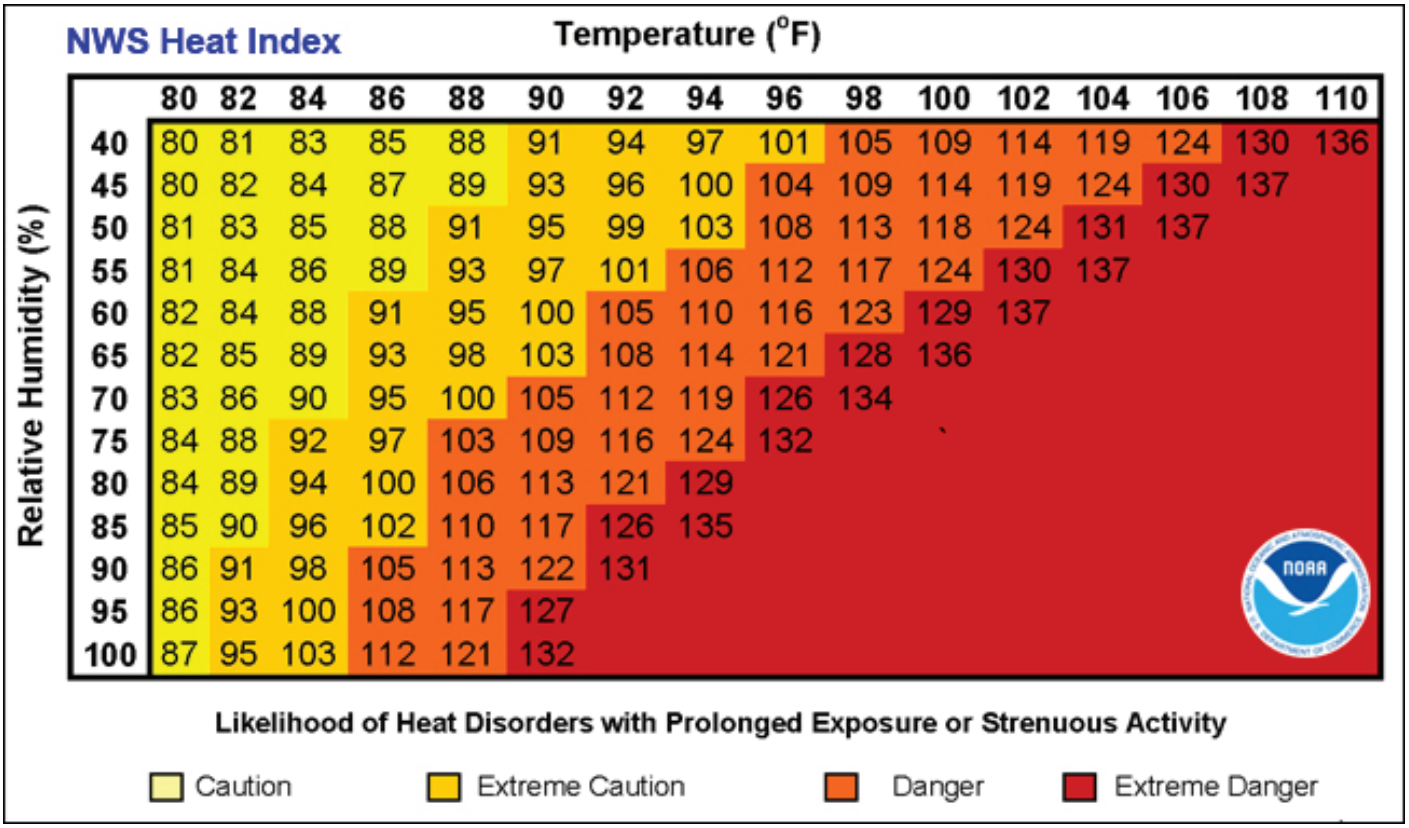
[1] The Journal of Nutrition, Volume 142, Issue 2, 1 February 2012, Pages 382–388, https://doi.org/10.3945/jn.111.142000

quenchwater.com/employeehydration

HEAT EXHAUSTION

Heat tiredness, or heat exhaustion, is a serious condition where the body struggles to cool itself, leading to symptoms like heavy sweating, weakness, dizziness, and potentially fainting, which can progress to the life-threatening condition of heatstroke if left untreated.

Causes: Prolonged exposure to high temperatures, Strenuous physical activity in hot conditions, Dehydration, Wearing heavy or tight clothing, and Consuming alcohol.



FIRST AID AND TREATMENT:

- Loosen clothing
- Move the person to a cooler place
- Apply cool, wet cloth's to the skin
- Monitor the person carefully
- Encourage the person to drink cool fluids
- If symptoms worsen or/and the person becomes unresponsive, seek immediate medical attention.

PREVENTION:

- Stay hydrated by drinking plenty of fluids
- Wear light-colored, loose clothing
- Avoid strenuous activity during the hottest part of the day
- Take frequent breaks in the shade or air conditioning
- Be especially cautious if you are young, old, or have underlying health conditions

LIFTING (SAFE LIFTING PRACTICES)

To lift safely, plan your lift, get close to the load, bend your knees, keep your back straight, maintain a firm grip, and lift smoothly with your legs, not your back.

Here's a more detailed breakdown of safe lifting procedures:

PLAN YOUR LIFT:

- **Clear the Path:** Ensure the area is free of obstacles and hazards.
- **Assess the Load:** Determine the weight and stability of the object before you attempt to lift it.
- **Consider Distance:** If the object is too far away, move closer or use a tool to help with the lift.

PROPER BODY MECHANICS:

- **Get Close to the Load:** Stand as close to the object as possible to reduce strain on your back.
- **Bend Your Knees, Not Your Waist:** Squat down to pick up the object, keeping your back straight and your core engaged.
- **Maintain a Straight Back:** Avoid rounding your back or twisting while lifting.
- **Keep the Load Close to Your Body:** Hold the object close to your body to minimize the strain on your back and shoulders.
- **Use Your Legs to Lift:** Use your leg muscles to lift the object, not your back.
- **Engage Your Core:** Tighten your abdominal muscles to stabilize your spine during the lift.
- **Look Straight Ahead:** Maintain a good posture by keeping your head up and looking forward.

LIFTING TECHNIQUES:

- **Get a Firm Grip:** Use both hands and ensure you have a secure grip on the object.
- **Lift Smoothly:** Avoid jerking or twisting while lifting.
- **Don't Twist:** If you need to turn, pivot your feet instead of twisting your body.
- **Don't Hold Your Breath:** Breathe smoothly during the lift.
- **Take Breaks:** If you are lifting heavy or repetitive loads, take frequent breaks to avoid fatigue.
- **Use Mechanical Aids:** Consider using hand trucks, carts, or forklifts to assist with lifting and moving heavy or awkward objects.

SETTING DOWN THE LOAD:

- **Use the Same Techniques:** Follow the same principles when setting the load down as you did when lifting it.
- **Bend Your Knees:** Bend your knees to lower the object, keeping your back straight.
- **Keep the Load Close:** Maintain a close grip and keep the load close to your body as you lower it.

ADDITIONAL SAFETY TIPS:

- **Wear Appropriate Clothing:** Wear comfortable, non-restrictive clothing.
- **Wear Proper Footwear:** Wear shoes with good traction and support.
- **Stay Hydrated:** Drink plenty of fluids to avoid dehydration, which leads to cramps & fatigue.
- **Stay in Good Physical Condition:** Regular exercise and a healthy diet can help improve your strength and flexibility, making it easier to lift safely.
- **Stretch and Warm-Up:** Before engaging in heavy lifting, stretch and warm up your muscles to reduce the risk of injury.
- **Get Help When Needed:** If a load is too heavy or awkward, don't hesitate to ask for assistance.
- **Never Lift Above Shoulder Level:** Avoid lifting objects above your shoulder level, as this can put excessive strain on your back and shoulders.
- **Never Carry a Load That Obstructs Your Vision:** Ensure you have a clear view of your path when carrying a load.

KNOW YOUR EQUIPMENT!

Possing the knowledge to safely utilize the equipment is vital in securing a safe and positive workplace environment.

ZERO TURN LAWNMOWER

HOW TO OPERATE A ZERO-TURN MOWER:

So, what exactly sets zero-turn mowers apart from a traditional riding lawn mower? While both are great options for medium to large-sized yards, the most significant difference is in their steering. Zero-turn mowers use lap bars instead of a traditional steering wheel, giving you greater control and maneuverability around landscaping obstacles like trees, swing sets, and flower beds.

Zero-turn mowers also have independently controlled drive wheels, allowing for a tighter turning radius and faster speeds. Before firing up your zero-turn mower, it's essential to follow the golden rule: safety first! You've got your favorite pair of shades, the perfect mowing playlist and a refreshing drink in the cupholder—but taking a few minutes to prep your mower and lawn is key to a smooth and safe mowing experience.

01 **Check the surrounding area:**
Ensure kids, pets and other people are not nearby while the mower blades are engaged. Always keep the blades in neutral position until you're on the grass.

02 **Remove obstacles from your yard before starting your mower:**
Take a few minutes to check your space for any objects that might end up in the path of your mower (large branches, toys, gnomes, etc.). By thoroughly preparing your yard, you'll be able to maximize your mower's runtime and prevent any damage to the blades.

03 **Stay at least five feet away from bodies of water:**
Play it safe around water and leave at least a five-foot gap between your riding mower and the water's edge. Zero-turn mowers are impressive, but they don't float.

04 **Wear close-toe shoes:**
Never wear open-toe shoes while using power equipment (and no, socks and sandals don't count as closed-toe shoes).

05 **Evaluate your yard before you begin mowing:**
Depending on what season it is, where you live, and what type of grass you have, the cutting height of your mower deck can heavily dictate the health of your lawn. If cut too short, you can damage your grass – or if you mow it too long, your yard will look (frustratingly!) the same. Generally, keeping grass about 2.5 to 3 inches tall throughout the year is a safe bet.

START YOUR ZERO-TURN MOWER:

It's the moment you've been waiting for: time to power up your zero-turn mower!

- **Charge up your batteries:** Make sure those batteries are fully charged before first use.
- **Set the correct cutting height.**
- **Get comfortable:** Settle into the adjustable padded seat and get ready—it's mowing time.
- **Engage the blades:** Pull up on the red knob to engage the blades when you're ready to mow. Push the knob back down to disengage.
- **Know how to stop safely:** Before you start mowing, knowing how to control your zero-turn mower is essential. Come to a stop by pulling the lap bars to their neutral position in the middle. When ready to turn off your mower, come to a complete stop on even ground, disengage the blades if you haven't already done so, turn the key to power down, and set your parking brake.

HOW TO DRIVE YOUR ZERO-TURN MOWER:

To maneuver:

- **Forward:** Push both bars forward from their neutral position to start moving ahead.
- **Reverse:** Pull both bars back to move in reverse.
- **Right:** Push the left lever bar forward and the right bar back to turn right.
- **Left:** Push the right lever bar forward and the left bar back to turn left.

It may be tempting to push the pedal to the metal, but in the long run, mowing at a steady speed of 5 mph produces a higher-quality cut. Mowing at full speed creates a lower quality mow and drains the battery more quickly, so remember consistent speeds are the true winner in everyone's book.

DRIVING A ZERO-TURN MOWER ON HILLS:

Maneuvering a zero-turn mower on hills is different from a traditional riding mower. Vertically mowing is the gold standard for lawn tractor-style mowing, but zero-turn mowers can handle hills more efficiently.

HEDGE TRIMMERS

PRECAUTIONS BEFORE USING A TRIMMER:

- Select a trimmer that has two handles, including a wide forward handle high above the cutting blades.
- Read the owner's manual to familiarize yourself with the machine and its use.
- Check the trimmer carefully for loose screws, bolts, and damaged or broken parts. Replace parts or make necessary repairs before you use the trimmer.
- Sharpen the blades if necessary.
- Clear the working area of children, pets, and other bystanders.
- Inspect the shrubbery carefully for hidden wires, posts, or other trash.

OPERATING THE TRIMMER:

- Always wear long pants, long-sleeved shirt, gloves, eye protection, and ear protection.
- Do not operate the trimmer above chest height.
- If trimming taller shrubbery, stand on a stepladder or other firm support. Avoid the use of unstable support such as chairs or ladders.
- Keep your hands and body away from the blades.
- Keep the cord of electric models away from the trimmer to avoid damaging or cutting it.
- Work slowly and deliberately. Plan your cuts before you make them.
- Take an occasional rest break to avoid fatigue.
- Stop the engine or unplug electric models before cleaning or adjusting.
- Never leave the trimmer unattended, to prevent children playing with it.
- Store the trimmer safely out of the reach of children.

STRING TRIMMERS, AKA "WEED-WACKERS, WEED-WHIPPERS OR WEED-EATERS"

String Trimmers, AKA "Weed-Wackers, Weed-Whippers or Weed-Eaters," are common landscaping tools used at Fresh Start Maintenance Inc. Incidents with this equipment can happen quickly and can be dangerous to the user and passer byers. These risks can be minimized through safe operating procedures and with the use of appropriate personal protective equipment.

Prior to operating the equipment for the first time, the operator should receive training from their supervisor and review the Operator's Manual to familiarize themselves with the inspection requirements and operating procedures. The operator should familiarize themselves with the string trimmer's controls, string installation, and refueling procedures.

PREPARING FOR SAFE OPERATION:

Inspect your equipment prior to and periodically throughout operation:

- Test equipment functions to ensure they are working properly.
- Make sure kill switch and throttle are fully operational.
- Ensure that the trimmer guard is in place and in good condition.
- Check for accumulated grass or grease.
- If you use blades, ensure that the blades are sharpened adequately.
- Adjust the hand grip to suit your size before starting work.

Prepare the trimming area:

- Pick up debris such as rocks, sticks, bottles, cans, wires, etc.
- While scanning the area for debris, locate other potential hazards such as drop-offs, holes, etc.
  - Remember slip, trip, falls are the #1 incident on campus. Report holes to supervisor so they are filled and leveled.

Use Personal Protective Equipment:

- Wear safety glasses, hearing protection, gloves, and non-slip safety shoes. High-visibility vest is required when working on or near roadways.

SAFE OPERATING PROCEDURES:

- **Start the equipment on firm ground in an open area.**
  - When you pull the starter cord, do not wrap the starter rope around your hand. Do not allow the cord to snap back, guide the starter rope to rewind properly.

- **Always hold your string trimmer firmly with both hands while you are working.**
  - Use shoulder strap when provided to aid holding and supporting machine.

- **Keep a distance of at least 15-20 feet from bystanders. Power the trimmer down if you are approached by another person.**
  - Throttle pulsing or bursts are preferred to wide open throttle work especially around people/targets.
  - Point string trimmer in the opposite direction of people or traffic, especially when trimming on higher level. In higher level, the string trimmer can launch debris directly toward people or vehicles at lower level.

- **Always cut away from yourself, never towards yourself to avoid being struck by flying projectiles.**
  - Remember that on straight shaft unit, the line head rotation is counterclockwise.
  - Do not lift the cutter deck when the equipment is in operation.
  - If you are not cutting or trimming (i.e. moving to another location or picking up debris) power the trimmer down.

- **Stay clear of moving parts.**
  - Never put hands or feet near or under rotating parts.
  - Maintain a minimum distance of 24 inches (610 mm) between the guard and your feet as shown beside.
    - Moving forward with the string trimmer will reduce the risk of trimming over your feet.
  - Shut off the engine before unclogging the unit head or to adjust the string trimmer.
    - To avoid placing hands near the moving parts, use a stick to remove the clog.

- **Preventing slips while using string trimmers.**
  - Be careful with your footing while using manually controlled equipment. Always walk, do not run, and continually evaluate your surroundings for unlevel ground, drop-offs and holes.

- **Kickback's prevention (if you are using blades):**
  - Never cut a solid object, such as bushes & trees between the 12 and 2 o'clock position.
  - Cutting between the 8 and 11 o'clock positions significantly reduce kickback potential.
  - Cutting between 11 and 12 o'clock, and between 2 and 5 o'clock, must be performed only by experienced operators, when the user has good body position and firm grip.

- **Fueling (if applicable) must be done outdoors and while the equipment is off.**

- **Never perform maintenance on running equipment.**
  - To prevent incidents, turn machine off & remove battery before making any adjustments or removing/installing attachments, string lines or blades.

EDGERS

To operate a lawn edger safely, ensure safety guards are in place, keep bystanders and pets away, wear safety glasses and hearing protection, and inspect the area for debris before starting.

BEFORE OPERATION:

Read the Manual: Familiarize yourself with the edger's specific instructions and safety guidelines.

- **Inspect the Area:** Remove any rocks, sticks, wires, or/and other debris that could be thrown by the blade.
- **Clear the Area:** Keep children, pets, and other people at a safe distance (at least 30-50 feet) while operating the edger.
- **Wear Protective Gear:**
  - Safety glasses to protect your eyes from flying debris.
  - Hearing protection to reduce noise exposure.
  - Snug-fitting, durable clothing and non-skid shoes.
  - Heavy-duty work gloves to improve grip and reduce vibrations.
- **Ensure Proper Footing:** Maintain a stable stance and avoid slippery or uneven surfaces.
- **Check the Edger:** Make sure the blade is properly installed & that all safety guards are in place.

DURING OPERATION:

- **Start the Engine:** Start the engine with the blade disengaged.
- **Hold the Edger Properly:** Hold the edger with both hands in a comfortable, well-balanced stance.
- **Keep Hands and Feet Clear:** Avoid placing hands or feet near the rotating blade.
- **Move Slowly:** Allow the edger to do the work, and move at a slow, steady pace.
- **Watch the Discharge Direction:** Be aware of where the edger is throwing debris, and ensure it is directed away from people, pets, and windows.
- **Avoid Contact with Hard Surfaces:** Keep the blade from contacting concrete, asphalt, rocks, or utility lines.
- **Edging on Slopes:** When edging on slopes, take extra care with your footing and walk slowly and carefully.
- **Maintain Footing and Balance:** Do not stand on slippery, uneven, or unstable surfaces.

AFTER OPERATION:

- **Stop the Engine:** Disengage and stop the engine before adjusting or repairing the edger.
- **Unplug Electric Models:** If using an electric edger, unplug it before performing any maintenance.
- **Wait for Parts to Stop Moving:** Allow all parts to come to a complete stop before touching the edger.
- **Store the Edger Safely:** Store the edger in a dry place.

BACKPACK BLOWERS

- **Check the time:** Make sure you aren't starting too late or too early, as the noise ordinances in some cities can prohibit you from starting at certain times. Also, waking the neighborhood up at 6am blowing leaves is probably not the best idea.
- **Check wind direction:** This is an important step, so you know where to blow. If you start without checking where the wind is coming from, you could not only do more work for yourself, but you could get a face full of debris as well.
- **Check the muffler and air intakes:** This will help make sure noise is not amplified louder than it needs to be while you work in smaller areas or around others.
- **Practice first:** Play around with the settings in a safe and open area with some grass clippings. Make sure you know how loud and how powerful the tool you are using before you start work on the job or at home.
- **Reduce noise with attachments:** You can buy or rent nozzle attachments for your blower that will help to greatly reduce noise while you work.

USE BLOWER WITH CAUTION:

Always be aware of the space you are using the blower. Use these steps to help you stay cautious and aware while you work.

- **Check your surroundings:** Make sure there is no loose gravel or anything heavy but movable, as you could damage private property or yourself with the wrong movement of the blower.
- **The area should be clear:** Make sure no other workers, family members, bystanders or pets are close (up to 50 feet) from the blower in use.
- **Notice the nozzle:**
  Never point the nozzle or blow the dust/debris towards people, pets, windows, doors or cars.
- **Operate on solid ground:**
  Never use a blower on a ladder, rooftop or any unstable area.

WEAR SAFETY GEAR:

Utilizing personal protective gear can help you avoid some major health issues & keep you safe while you work. Here is the equipment you should try to wear every time you use your backpack blower:

- **Eye Protection:** Wear safety goggles or glasses to help protect your eyes from debris, small rocks, and dirt/dust particles.
- **Body Protection:** Wear long sleeves and pants to help from getting hit with any flying dust or particles.
- **Hearing Protection:** Leaf blowers are intrinsically very loud. They shoot out over 90 decibels of noise right by your ear, which exceeds the workplace limit set by OSHA. Wearing earplugs or noise cancelling headgear is highly recommended.

GAS SAFETY TIPS:

If your backpack blower is gas powered, make sure to follow these safety tips:

- Loosen the gas cap slowly so the pressure in the gas tank is released slowly as well.
- Cool the engine down before packing up.
- Always make sure the blower is off.
- Use the correct fuel/oil mixture as laid out in the instruction manual.
- Do not smoke around an open gas tank or gas can.
- Start the leaf blower at least 10 feet from where you refueled.

OTHER TIPS FOR BLOWER SAFETY:

- Do not use the blower if it is damaged or partly disassembled.
- Do not use the blower during rainfall.
- Do not leave the blower unattended.
- Do not touch the engine or muffler while it is on, you will get burned.
- Store in a dry, cool place when not in use.

CHAINSAW

Operators should receive training from their supervisor on each type of chainsaw they are tasked to operate. Prior to operating the equipment for the first time, the operator should review the Operator's Manual to familiarize themselves with the inspection requirements and operating procedures. The operators should also familiarize themselves with the chainsaw's controls and safety decals.

PREPARING FOR SAFE OPERATION:

- **Inspect your equipment prior to and periodically throughout chainsaw operations:**
  - Check the controls, the chain tension, the chain brake, the bolts, and both handles on the chainsaw to make sure that they are functioning properly.
  - Make sure chain lubrication device/oiler is functioning properly before any cutting. Failure to do so can cause overheating of the chain and bar causing warping of the bar and chain track which could lead to seizing or breaking of chain.
  - Make sure the clutch cover is not broken or exposing the chain or sprocket.
  - Ensure that the chain is properly sharpened and free of sawdust, dirt and oil excess.

- **Use Personal Protective Equipment:**
  - Wear a hard hat, safety glasses, a face shield, hearing protection, safety gloves, chainsaw chaps and safety shoes. High-visibility vest is required when working on or near roadways.

SAFE OPERATING PROCEDURES:

- **Clear the area of obstacles that might interfere with cutting the tree or brush.**
  - Look for nails, spikes or other metal in the tree before cutting.
  - Look up before cutting trees. Loose limbs in the tree may fall.
- **Start the saw in a safe position with chain brake engaged, & at least 10 feet from fueling area.**
  - A safe starting position is braced on the ground or braced against your legs. The preferred one is on the floor, but if there is nowhere suitable to place it, holding it tightly between your legs is also acceptable.
  - Do not "drop start". A drop start is where you hold the chainsaw in one hand and pull the starter rope with the other. This method leaves only one hand to control a running saw and can result in serious injury.
- **Keep hands on the handles and have secure footing while operating the chainsaw.**
  - Proper hand position requires the left hand on the front handle, with the right hand on the rear handle.
  - Do not leave a chainsaw running unattended.
- **Keep hands on the handles and have secure footing while operating the chainsaw.**
  - Proper hand position requires the left hand on the front handle, with the right hand on the rear handle.
  - Do not leave a chainsaw running unattended.

Avoiding chainsaw kickbacks:

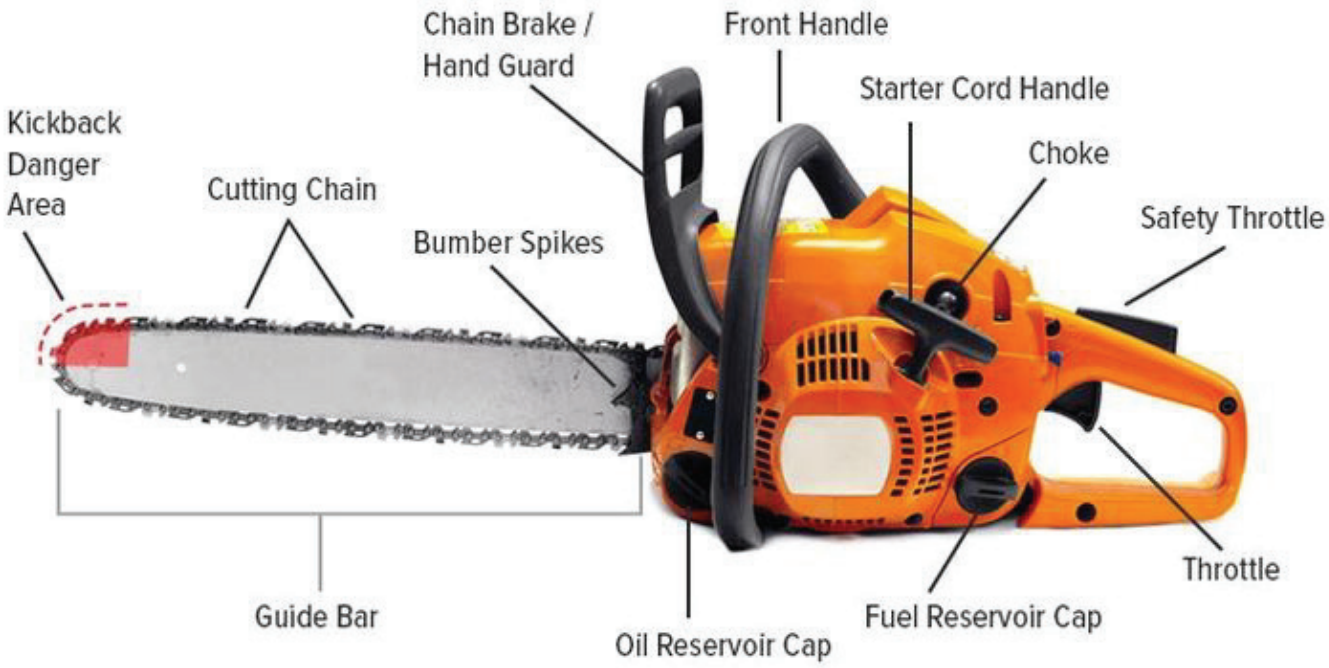
- Do not cut with tip of saw; keep track of where tip is.
- Do not cut directly overhead or between legs.
- Use devices such as low kickback chain and reduced kickback guide bars that reduce the risks associated with kickback.
- Cut only with the chain moving at full speed. If the chain becomes bound between the wood, there is a greater chance for kickback to occur.
- Cut a single piece at a time and only re-enter the previous cut only if necessary.
- Do not start the chainsaw when the bar is in contact with wood.

Shut off or apply chain brake when carrying the chainsaw.

- Carry the chainsaw by its front handle, with the muffler away from your body and the guard bar pointing behind you.
- Do not carry the saw on your shoulder. If you fall, the blade is next to your neck.

Communicate with and watch out for co-workers.

- Always know the location of the people working with you.
- Work at a safe distance from other workers (twice the height of the trees being felled).



FUEL HANDLING SAFETY (if applicable):

Gasoline is an extremely flammable fuel and can ignite easily.

- Only use OSHA/DOT approved cans for transporting fuel to the chainsaw.
- Dispense fuel at least 10 feet away from any sources of ignition.
- No smoking during fueling.
- Use a funnel or a flexible hose when pouring fuel into the chainsaw.
- Never attempt to fuel a running or hot chainsaw.

EXCAVATOR

Excavator safety and usage involve thorough pre-operation inspections, adhering to safe operating practices, and maintaining situational awareness to prevent accidents and ensure a safe work environment.

PRE-OPERATION SAFETY:

- **Training and Competency:** Ensure all operators are properly trained and competent in operating the specific excavator model and its safety procedures.
- **Pre-Operation Inspection:** Conduct a thorough inspection of the excavator before each use, checking for any damage, leaks, or malfunctions.
- **Site Assessment:** Assess the work area for hazards, including unstable ground, overhead power lines, and underground utilities.
- **Personal Protective Equipment (PPE):** Wear appropriate PPE, such as a hard hat, reflective clothing, and safety goggles.
- **Clear Communication:** Establish clear communication channels between the excavator operator and ground workers.
- **Emergency Procedures:** Familiarize yourself with emergency procedures, including how to shut down the excavator and evacuate the cab.

DURING OPERATION SAFETY:

- **Stability:** Ensure the excavator is on stable ground and & operating on slopes or uneven terrain.
- **Bucket and Attachment Safety:** Use the excavator's bucket and attachments within their specified capacity limits.
- **Safe Distance:** Maintain a safe distance from trench edges and other hazards.
- **Swing Radius Awareness:** Be aware of the excavator's swing radius and keep workers and bystanders out of the danger zone.
- **Backup Alarms:** Ensure the excavator has functional backup alarms to alert workers when the machine reverses or moves.
- **Load Capacity:** Never overload the excavator's bucket or attachments.
- **Avoid Cave-ins:** Dig at a safe distance from the edge of the excavation to avoid cave-ins.
- **Avoid Overloading:** Do not overload the excavator's bucket or attachments.
- **Keep Bucket Low:** Keep the bucket low to the ground during transport to improve machine stability and visibility.
- **Follow Manufacturer's Specifications:** Adhere to the manufacturer's specifications for operating the excavator, including weight limits and other safety guidelines.
- **Never Permit Riders:** Never allow passengers in the bucket, cab, or anywhere else on the machine.

AUGERS

Auger safety involves wearing appropriate personal protective equipment (PPE), familiarizing yourself with controls and manufacturer's recommendations, and establishing a clear work zone to prevent accidents. When operating an auger, it's crucial to keep hands and feet away from moving parts, ensure all safety guards are in place, and be aware of overhead power lines and underground utilities. Before starting, clear the area of people and objects, and ensure the auger is stable and properly secured.

Here's a more detailed breakdown of auger safety and usage:

PERSONAL PROTECTIVE EQUIPMENT (PPE):

- **Safety Glasses/Goggles:** Protect eyes from flying debris and dust.
- **Hearing Protection:** Augers can be very loud, so earplugs or earmuffs are beneficial.
- **Steel-Toe Boots:** Protect feet from impact and puncture hazards.

SAFETY PROCEDURES:

- **Keep Hands and Feet Away:** Never touch moving parts or try to clear debris while it's running.
- **Never Cross an Auger:** Except on designated crossovers or catwalks.
- **Be Aware of Overhead Power Lines:** Avoid operating or moving an auger near power lines.
- **Lockout/Tagout:** Before servicing or cleaning, always shut off and lock out the power source.
- **Use Barriers:** Use barricades, cones, or other barriers to keep people out of the work zone.
- **Be Alert:** Pay attention to your surroundings and any warning signs or alerts.
- **Stop If Jams Occur:** If debris or material gets stuck, stop the auger and clear it out without using hands or feet.
- **Train and Supervise:** Ensure all personnel are adequately trained & supervised, especially when operating grain augers.
- **Regularly Inspect:** Periodically inspect augers to ensure all protective shields and guards are in good condition.
- **Be Aware of Entrapment/Engulfment Hazards:** In grain augers, be cautious of the potential for being pulled into or engulfed by grain.

SPECIFIC CONSIDERATIONS FOR GRAIN AUGERS:

- **Use Shields and Guards:** Ensure all shields and guards are in place and properly maintained.
- **Never Step Over a Running PTO Shaft:** This can lead to severe injuries.
- **Lower Augers to Transport Position:** Always lower augers to the horizontal or transport position before moving them.

FAMILIARIZATION AND OPERATION:

- **Read the Manufacturer's Manual:** Familiarize yourself with controls, safety features, and recommended operating procedures.
- **Inspect the Auger:**
  Check for damage, missing guards, or wear and tear before each use.
- **Clear the Work Area:**
  Ensure the area is free of people, objects, and potential hazards before starting.
- **Secure the Auger:** Make sure the auger is stable and properly secured to prevent it from tipping or moving unexpectedly.
- **Use Proper Techniques:**
  Follow the manufacturer's instructions for starting, operating, and stopping the auger.
- **Avoid Overuse:**
  Let the auger do the work; don't force it, as this can cause damage.
- **Regularly Check for Underground Utilities:** Before digging, call your local utility company to locate and mark any underground lines.

By following these safety guidelines, you can significantly reduce the risk of accidents and injuries when using an auger.

POLE SAWS

Extension pole trimmers, also known as pole saws, are powerful tools for pruning and trimming branches, but they require careful use and adherence to safety precautions. Key safety measures include wearing proper protective gear, maintaining a secure footing, and avoiding overreaching or working in unsafe conditions.

Safety and Usage Guidelines:

SAFETY PROCEDURES:

- **Always wear safety glasses or goggles:**
  Protect your eyes from debris and flying particles.
- **Wear gloves:**
  Provide grip and protect your hands from cuts and debris.
- **Wear appropriate footwear:**
  Ensure secure footing and prevent slips or trips.
- **Head and leg protection:**
  May be necessary depending on the type of trimming and potential hazards.
- **Consider hearing protection:**
  If using a power saw, wear hearing protection to reduce noise exposure from the power tool.

STANCE AND FOOTING:

- **Stand on stable, even ground:** Avoid working on unstable surfaces or ladders.
- **Maintain a secure footing:** Keep your feet firmly planted and avoid overreaching.
- **Avoid working in wet or icy conditions:** These conditions can increase the risk of slips & falls.

OPERATION AND CUTTING:

- **Never operate a pole saw in a tree:** This risks serious injury.
- **Keep the pole saw tip away from your body:** Avoid accidental contact with the blade.
- **Inspect the work piece for hazards:** Avoid nails, wire, or other foreign objects when cutting.
- **Cut one branch at a time:** Avoid attempting to cut multiple branches in a single pass.
- **Avoid working near power lines:** Never try to remove branches above or near power lines.
- **Keep handles dry and clean:** Greasy or oily handles can cause loss of control.
- **Be alert for springback when cutting a limb under tension:** Be ready for the limb to snap back or down when it's released.
- **Use the right tool for the job:** Don't use a pole saw for cutting up firewood or branches on the ground; use a standard chainsaw instead.
- **Be aware of kickback:** Kickback occurs when the tip of the pole saw blade hits an object or when the chain is pinched during a cut. A 45-degree cutting angle is ideal, and that a sturdy two-handed grip can help avoid kickback.

OTHER SAFETY TIPS:

- **Keep children and bystanders at a safe distance:** Maintain a clear workspace.
- **Make sure the pole saw is properly oiled before each use:** Properly oiled chains reduce wear and tear.
- **Shut off the engine and disconnect the spark plug wire before attempting to clear a jam:** This prevents the saw from accidentally restarting.
- **Be aware of your surroundings:** Watch for hazards like power lines, falling debris, and unstable branches.
- **Don't overreach:** Keep your arms and wrists straight to reduce strain and fatigue.
- **Use a safe and steady rhythm while cutting:** Avoid jerking or pulling the saw.
- **If the power pole saw starts to shake or vibrate excessively, shut it off immediately:** This could indicate a problem with the tool.

STUMPGRINDING

Stump grinding is a common and effective method for removing unwanted tree stumps, providing a cleaner and more aesthetically pleasing landscape. However, the process involves powerful machinery and potential risks. Safety should be a top priority to ensure a secure removal process.

WEAR PROPER SAFETY GEAR:

- The first line of defense against potential hazards is proper safety gear. Operators should wear personal protective equipment (PPE) such as helmets, eye protection, hearing protection, gloves, and steel-toed boots. This safeguards against flying debris, noise, and other potential injuries.
- Inspect Equipment Before Use
- Regular equipment maintenance is crucial for safe stump grinding. Before each use, operators should inspect the machine thoroughly. Check for any loose or damaged parts, ensure the cutting wheel is sharp, and verify that all safety features are functioning correctly.

UNDERSTAND THE MACHINERY:

Stump grinders, varying in size and complexity, require operators to have a profound understanding of the specific machine they are operating. This knowledge goes beyond a basic comprehension of the controls and extends to a comprehensive understanding of the machine's capabilities, limitations, and maintenance requirements. Operators should be adept at manipulating the controls of the stump grinder.

This includes familiarity with throttle controls, steering mechanisms, cutting wheel engagement, and emergency shut-off features. Regular training sessions can enhance operators' proficiency in handling these controls.

Safety Features: Stump grinders are equipped with safety features designed to prevent accidents and protect operators. These may include emergency shut-off switches, guards, and warning systems. A deep understanding of these features ensures their proper utilization in various scenarios.

Proper Operation: Knowing how to operate the stump grinder efficiently is essential for completing the job effectively and safely. This includes understanding the optimal grinding techniques, adjusting cutting depths, and maintaining a stable and controlled machine throughout the process.

Routine Maintenance: Operators should be well-versed in routine maintenance tasks, such as checking fluid levels, inspecting cutting teeth, and greasing moving parts. This knowledge ensures that the stump grinder is always in optimal working condition, reducing the likelihood of unexpected malfunctions.

Emergency Procedures: In the event of an emergency, operators must know the correct procedures for safely shutting down the machine, addressing malfunctions, and seeking assistance. Training programs should include simulated emergency scenarios to prepare operators for real-life situations.

By fostering a deep understanding of the machinery, employers contribute to a safer working environment. Regular training sessions, supplemented by detailed operating manuals provided by manufacturers, can enhance operators' knowledge and confidence when using stump grinders.

01 **Establish a Safety Zone:** Creating a well-defined safety zone around the stump grinding operation is a critical step in accident prevention. This precautionary measure ensures the protection of not only the operator but also bystanders, pets, & other individuals in the vicinity.

02 **Clear Boundaries:** Marking the boundaries of the work zone with caution tape, cones, or barriers is essential. This visual indication serves as a clear warning to others to stay at a safe distance from the operation.

03 **Communication:** Establishing effective communication within the work crew is crucial. Clear signals and communication protocols should be in place to coordinate movements and activities during the stump grinding process.

04 **Bystander Awareness:** Informing bystanders about the potential dangers of the stump grinding operation and directing them to a safe location is paramount. Adequate signage and verbal communication can help raise awareness.

05 **Animal Safety:** Pet owners should be notified in advance to keep their animals indoors or in a secure location away from the work area. The loud noise and movement of the stump grinder can startle or pose a danger to pets.

06 **Non-Essential Personnel:** Only individuals essential to the stump grinding operation should be present within the safety zone. This includes the operator and any necessary support personnel. Unnecessary individuals should be directed to a safe distance.

Assess Surrounding Conditions: Before initiating the stump grinding process, a thorough assessment of the surrounding conditions is essential to identify potential hazards and ensure a safe working environment.

01 **Soil Moisture:** The moisture content of the soil can impact the stability of the stump grinder. Wet or muddy conditions may affect traction and increase the risk of slips or tip-overs. Operators should exercise caution and adjust their approach based on soil conditions.

02 **Presence of Obstacles:** Clearing the work area of obstacles, such as rocks, branches, or debris, prevents damage to the equipment and reduces the risk of accidents. A clutter-free work zone contributes to smoother and safer stump grinding operations.

03 **Accessibility:** Ensure that the stump grinder can access the work site without encountering obstacles or tight spaces that may impede movement. Proper accessibility enhances maneuverability and reduces the likelihood of accidents.

04 **Weather Conditions:** Adverse weather conditions, such as rain or strong winds, can pose additional challenges. Wet weather may make the ground slippery, while strong winds can affect the trajectory of wood chips. Monitoring the weather forecast and adjusting the work schedule accordingly is crucial.

By systematically evaluating these surrounding conditions, operators can adapt their approach to the stump grinding process, ensuring a safer and more efficient operation. Periodic reassessment during the operation may also be necessary to account for changing conditions.

01 **Use Proper Techniques:** Stump grinding requires a specific technique to be both efficient and safe. Operators should use a back-and-forth sweeping motion, gradually lowering the cutting wheel into the stump. Avoid forcing the machine or making abrupt movements that can lead to instability.

02 **Beware of Underground Utilities:** Before starting the stump removal process, it's crucial to locate and mark any underground utilities. Striking utility lines can result in severe injuries, property damage, and service disruptions. Call the appropriate authorities to mark utility locations.

03 **Keep Emergency Equipment On Hand:** Despite all precautions, emergencies can still occur. Ensure that a first aid kit is readily available on-site. Additionally, have a fire extinguisher nearby, especially when working in dry conditions that may pose a fire risk.

04 **Follow Manufacturer Guidelines:** Manufacturers provide guidelines and safety instructions for operating stump grinders. Operators must read and understand these guidelines thoroughly. Adhering to manufacturer recommendations ensures the safe and proper use of the equipment.

05 **Training and Certification:** Stump grinding should only be performed by trained and certified operators. Proper training ensures that individuals are aware of potential risks and are equipped to handle the equipment safely.

Conclusion: Stump grinding is an effective method for removing tree stumps, but safety should always be the top priority. By following these safety tips, operators can ensure a secure removal process while protecting themselves, bystanders, and the surrounding environment. Always prioritize safety to make stump grinding a reliable and accident-free landscaping practice.

PRESSURE WASHER

When using a pressure washer, prioritize safety by wearing appropriate PPE, avoiding pointing the nozzle at yourself or others, and ensuring the area is clear of hazards and children.

SAFETY TIPS FOR PRESSURE WASHER USAGE:

PERSONAL PROTECTIVE EQUIPMENT (PPE):

- **Eye Protection:** Wear safety glasses or a face shield, especially when working with high-pressure water.
- **Hearing Protection:** Use ear protection, as pressure washers can be loud.
- **Gloves:** Wear heavy-duty, waterproof gloves for a better grip and protection.
- **Footwear:** Wear closed-toe shoes or boots with non-slip soles.
- **Clothing:** Wear long pants and sleeves to protect your skin from flying debris.

SAFE OPERATING PRACTICES:

- **Never aim the nozzle at yourself/others:** The high-pressure water can cause serious injuries.
- **Inspect the equipment:** Check hoses, nozzles, & other components for damage before use.
- **Use the correct nozzle for the job:** Different nozzles create different spray patterns & pressures.
- **Maintain a safe distance from the surface being cleaned:** Stand at least 3-4 feet away to prevent harmful ricochet.
- **Test a small area first:** Before cleaning a large area, test the pressure and nozzle on a small, inconspicuous area to ensure you don't cause damage.
- **Use a flat surface:** Ensure the pressure washer is on a stable, flat surface before turning it on.
- **Avoid high-voltage areas:** Keep the pressure washer away from electrical lines, conduits, and electrical appliances.
- **Don't operate a gas-powered pressure washer in an enclosed space:** Gas-powered pressure washers can produce carbon monoxide, which is dangerous in enclosed areas.
- **Always release pressure by squeezing the trigger before disconnecting hoses and nozzles:** This prevents accidental water discharge.
- After turning off the pressure washer, always release any pressure by squeezing the trigger before you disconnect the hoses and nozzles .
- The engine and motor of a pressure washer can get very hot after extended use, so use caution when moving the washer .
- Heed those warning labels to avoid touching hot surfaces like the muffler

SOD CUTTER

To safely and effectively use a sod cutter, wear safety glasses, hearing protection, and appropriate footwear, clear the area of obstacles and people, and adjust the blade depth and angle as needed for your specific soil conditions.

BEFORE STARTING:

- **Read the Manual:** Familiarize yourself with the sod cutter's operation and safety instructions by reading the operator's manual.
- **Safety Gear:** Wear safety glasses or goggles, hearing protection, and heavy-duty shoes or boots.
- **Clear the Area:** Remove any debris, rocks, or objects that could damage the sod cutter or cause injury.
- **Establish a Safety Zone:** Keep pets and children at a safe distance from the work area.
- **Check the Blade:** Ensure the blade is in the raised position before starting the engine.
- **Adjust Depth Stop:** Set the depth stop to the desired cutting depth.
- **Blade Angle:** Under normal conditions, the blade should be flat. If soil conditions push the blade out of the ground, adjust the blade angle using the blade locking lever and control lever.

OPERATING THE SOD CUTTER:

- **Start the Engine:** Be sure the master clutch is disengaged, open the fuel valve, close the choke, turn the ignition switch to the on position, and pull the pull cord to start the engine.
- **Adjust Throttle:** Adjust the throttle lever to your desired speed.
- **Cut Sod:** Engage the blade action by pulling up on the operator presence lever and depress the forward drive lever.
- **Overlap Passes:** Overlap your passes as you cut sod to ensure you don't leave behind strips of living grass.
- **Collect Sod:** Roll up or cut the sod into smaller, more manageable sections and collect them in a wheelbarrow as you work.
- **Avoid Wet or Dry Sod:** Avoid cutting wet sod and operating on slopes where loss of stability and traction could occur. Sod that is too dry may crumble and could damage the blade.
- **Turn Around:** To turn around at the end of each cutting pass, put the drive handle in neutral, lift the cutter blade lever, and pivot the sod cutter on the front drive wheels.

AFTER USE:

- **Put Blades Up:** When you're done and need to move the sod cutter off your lawn to clean it, put its blades up to prevent them from scraping against rocks and hardscaping.
- **Clean the Sod Cutter:** Clean the sod cutter thoroughly afterward.
- **Store Properly:** Store the sod cutter in a dry place & ensure the engine is cooled before storing.

AIR COMPRESSOR

When using an air compressor, prioritize safety by wearing appropriate PPE, ensuring proper ventilation, and never directing compressed air at yourself or others. Always inspect equipment, follow manufacturer instructions, and store the compressor safely when not in use. Here's a more detailed breakdown of air compressor safety and usage:

01

PERSONAL PROTECTIVE EQUIPMENT (PPE):

- **Eye Protection:** Always wear safety glasses or goggles to protect against flying debris.
- **Hearing Protection:** Use earplugs or earmuffs to protect against the loud noise generated by the compressor.
- **Gloves:** Wear gloves to protect your hands from sharp objects and to improve grip when handling tools.
- **Clothing:** Avoid loose clothing or jewelry that could get caught in moving parts.
- **Footwear:** Wear sturdy shoes to protect your feet from falling objects.
- **Other:** Consider face masks, steel-toed boots, and aprons depending on the specific task.

02

PRE-OPERATION SAFETY:

- **Read the Manual:** Before operating the compressor, thoroughly read the manufacturer's instructions and follow them carefully.
- **Inspect Equipment:** Check the compressor and hoses for any damage or leaks before using them.
- **Check Oil Levels:** Ensure the compressor has adequate oil levels and proper lubrication.
- **Check Air Filter:** Inspect the air filter for any damage or clogs.
- **Check Connections:** Ensure all air connections are properly fitted and tight.
- **Check Valves:** Check that all drain valves are closed and the outlet valve is open.
- **Check Guards:** Ensure all guards & shields are in place and in good working order.

BENCH GRINDER OR LAWNMOWER BLADE SHARPENER

MINIMUM REQUIRED PPE:

- Safety Glasses
- Face Shield (only required if no eye shield guards present)
- Hearing Protection
- Closed-Toe Shoes

LIMITATIONS:

- Bench Grinders should not be used for softer materials such as (but not limited to) non-ferrous metals (brass, aluminum, copper), plastics, or wood.
- Materials smaller than 3 inches cannot be ground unless a proper fixture is used to keep hands far enough from encountering the grinding wheel. The fixture must be able to hold the material being ground securely and without risk of becoming a projectile hazard.

HAZARDS & CONTROLS:

- High-speed abrasive wheels with a large amount of energy can be a contact hazard. Do not touch the wheel.
- Improper installation of the wheel or a worn-out wheel can lead to malfunction, becoming an explosion hazard and flying object hazard. Visual inspections, proper training of installation, and ring testing can prevent this from happening.
- Rotating parts leave potential for entanglement hazards with loose clothing, hair, or jewelry. Do not wear loose clothing or jewelry in the shop. Tie long hair up and back.
- Workpieces being kicked back by rotating wheel create flying object hazards. All objects should be secure on the work rest when being ground.
- Rotating parts can create a pinch point or crushing hazard. Do not touch the wheel. Keep all guards in place and at the proper distances.
- The grinding wheel is hot after use, creating a burn, heat, or fire hazard. Do not touch the wheel after it has been used.
- The grinding wheel generates sparks, creating a fire hazard. Keep all combustibles away.
- There is a possibility of dust exposure that may create a health hazard. Know the hazards that may be created by the work material.
- Dust and material build-up can easily be a housekeeping issue. Always keep work areas clean from dust and other foreign materials.

MACHINE GUARDING:

Note: All Machine Guards Must be in Place and/or Properly Adjusted Before Use.

- Side guards must cover the spindle, nut, and flange and 75% of the wheel diameter.
- If eye shields are not present, then the operator must don a face shield when grinding.

OTHER PRECAUTIONS:

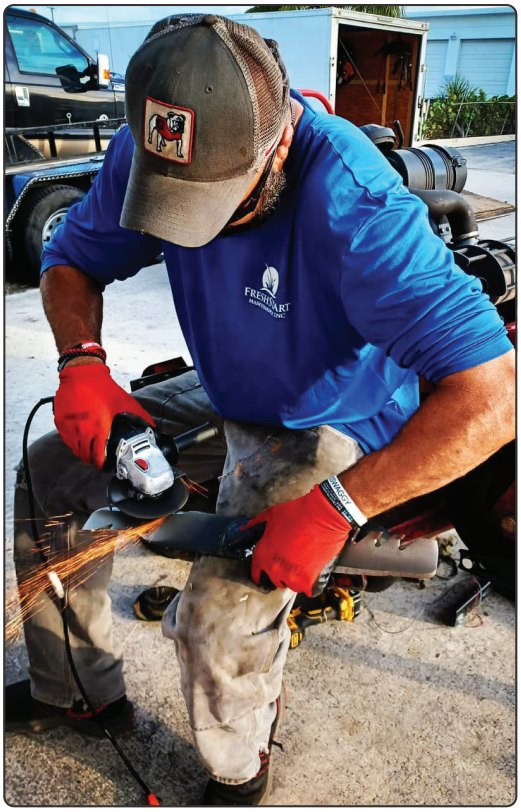
- New grinding wheels should be installed and replaced by competent people.
- The maximum RPM rating of the grinding wheel must be compatible with the RPM rating of the grinder motor.
- Before first use, all grinding wheels should be visually inspected and ring tested afterward.

ANGLE GRINDER

Angle grinders are used for metalwork and fabrication such as grinding down welds. They are also used in construction. They are commonly used in workshops, service garages, and auto body repair shops. Angle grinders can be dangerous due to the high rpm involved and the sparks and bits of metal that fly off as they cut.

HAZARDS TO WATCH FOR:

- Most angle grinder injuries are from metal particles lodging in the operator's eye.
- Kickback, where the disc is thrust away from the object it is grinding, can result in severe cuts to hands, arms, head, torso, and legs.
- Discs can shatter or explode, sending pieces flying across the work area.



SAFE PROCEDURES TO FOLLOW:

- Wear wide vision goggles, or safety glasses, and a face shield.
- Before use, ensure the auxiliary handle is attached.
- Ensure operators grip both handles during use.
- Always use the correct type of disc. Make sure the disc speed limit (rpm) is greater than the angle grinder operating speed.
- Ensure the guard and handles are secure.
- Ensure the correct flange and locking nut is used for the type of disc. Otherwise, the disc can shatter at high speed.
- Ensure the disc is not defective or damaged.
- Allow the grinder to “run-up” to operating speed before applying it to the job.
- Hold the grinder against the workpiece with minimum pressure so the disc doesn’t “dig in” and cause it to kickback.
- Never bump the grinder onto the work, or let the disc hit any other object while grinding.
- Keep the grinding disc at a 15 to 30-degree angle to the work.
- Ensure the workpiece is held firmly in a bench vice when appropriate.
- Keep the work at waist height during grinding.
- Stop the grinder regularly to rest your hands and arms.
- When not in use, disconnect the power and place the grinder on a bench with the disc facing upwards.
- Never put a grinder down until the disc stops rotating.
- Disconnect power before changing discs.
- Never use a cut-off wheel for grinding or a grinding disc for cutting.
- Dispose of any disc that has been dropped. Cracked or weakened discs can shatter in use.

HAND AND POWER TOOLS

Hand and power tools are a common part of our everyday lives and are present in nearly every industry. However, these simple tools can be hazardous and have the potential for causing severe injuries when used or maintained improperly. The employer is responsible for the safe condition of tools and equipment used by employees, but the employees have the responsibility for properly using and maintaining tools.

STEPS IN THE INCIDENT REPORTING PROCESS:

- Use the right tool for the job. Match the tool to the task.
- Examine all tools for damage before each use. Inspect power cords. If damage is found, take the tool out of service and report the condition to your supervisor.
- Read the tool's instruction manual and follow use and maintenance guidelines.
- All power tools shall have a 3-prong grounded plug or be double-insulated. All power tools shall be UL listed.
- Make sure all safety guards and devices are in place.
- Always wear the appropriate personal protective equipment. Safety glasses and gloves should be worn while operating most power tools. Other PPE may also be necessary.
- Avoid using power tools in wet or damp environments. Utilize GFCI when necessary.
- Do not wear loose clothing, dangling objects, or jewelry. Long hair must be restrained.
- Unplug tools before installing, adjusting, and changing any accessory or attachment.
- Maintain solid footing and good balance when using tools. Hold or brace the tool securely. Be aware of your surrounding environment.
- Ensure power tool accessories are specific for the tool it's to be used with.

SPECIFIC REQUIREMENTS:

- Keep fingers away from saw blades. Clamp materials down and keep all guards in place.
- Do not use compressed air to clean people.
- When performing electrical work, ensure the use of insulated, rated tools.
- When using pneumatic tools, a safety clip or retainer must be installed to prevent the equipment or hoses from coming apart. Never point pneumatic tools at anyone.
- All hand grinders must be used with the guards and handles in place. Impact tools, such as drift pins, wedges, and chisels, shall be kept free of mushroomed heads.
- The wooden handles of tools shall be kept free of splinters or cracks.
- Before an abrasive wheel is mounted, it should be inspected closely to be sure that it is free from cracks or defects.
- Where flammable atmospheres exist, spark - resistant tools made from brass, plastic, aluminum, or wood will prevent ignition sources.

LADDER

LADDER SAFETY DOs and DON'Ts:

To prevent workers from being injured due to falls from various types of ladders, including extension ladders and stepladders, employers are encouraged to adopt the following practices:

SAFE EXTENSION LADDER USE— DO:

- Maintain a 3-point contact (two hands and a foot, or two feet and a hand) when climbing/descending a ladder.
- Face the ladder when climbing or descending.
- Keep the body inside the side rails.
- Use extra care when getting on or off the ladder at the top or bottom.
- Avoid tipping the ladder over sideways or causing the ladder base to slide out.
- Carry tools in a tool belt or raise tools up using a hand line. Never carry tools in your hands while climbing up/down a ladder.
- Extend the top of the ladder three feet above the landing.
- Keep ladders free of any slippery materials.

SAFE EXTENSION LADDER USE— DON'T:

- Place a ladder on boxes, barrels, or unstable bases.
- Use a ladder on soft ground or unstable footing.
- Exceed the ladder's maximum load rating.
- Tie two ladders together to make them longer.
- Ignore nearby overhead power lines.
- Move or shift a ladder with a person or equipment on the ladder.
- Lean out beyond the ladder's side rails.
- Use an extension ladder horizontally like a platform.

SAFE STEPLADDER USE— DO:

- Read and follow all the manufacturer's instructions and labels on the stepladder.
- Look for overhead power lines before handling or climbing a ladder.
- Maintain a 3-point contact (two hands and a foot, or two feet and a hand) when climbing/descending a ladder.
- Stay near the middle of the ladder and face the ladder while climbing up/down.
- Use a barricade to keep traffic away from the ladder.
- Keep ladders free of any slippery materials.
- Only put ladders on a stable and level surface that is not slippery.

SAFE STEPLADDER USE—
DON'T:

- Use stepladders for a purpose other than that for which they were designed.
- Use a stepladder with spreaders unlocked.
- Use the top step or cap as a step.
- Place a ladder on boxes, barrels or other unstable bases.
- Move or shift a ladder with a person or equipment on the ladder.
- Use cross bracing on the rear of stepladders for climbing.
- Paint a ladder with opaque coatings.
- Use a damaged ladder.
- Leave tools/materials/equipment on stepladder.
- Use a stepladder horizontally like a platform.
- Use a metal stepladder near power lines or electrical equipment.

MACHETE

A machete is a powerful tool for clearing brush. In the South Florida Tropics, machetes are ubiquitous, all-purpose tools: they have been used to carve trails through tropical forests, to slash out clearings for crops, to crack open coconuts and slice papayas. Use your machete to keep the peace with weeds and brush in your garden, or to serve watermelon with a flourish.

Use a machete with care and respect: it is a razor-sharp tool!
The blade of a machete is well balanced and heavy enough to handle brush and small saplings along fence lines and in out-of-the-way places.

Practice personal safety and caution when using a machete.

- Dress for the job, in sturdy shoes, long pants, and work gloves.
- Cut in front of yourself.
- Take big swings, leading with your elbow, so the blade meets the stems and stalks at an angle and slices through them. Never reach out to one side or the other to make quick clean-up cuts in such a way that the blade is moving toward your legs.
- Keep your free hand well out of the way. Never grab a fistful of brush with one hand and swing the machete with the other; some users recommend holding a stout forked stick in your free hand for this purpose.

Keep an eye on the garden around you as you work.

- Ensure children and pets don't run up to inspect your progress. Take preventative steps to keep them safely away. Where the brush is thick, watch for turtles and snakes.

SHOVELS

To use shovels safely, choose the right tool, maintain good posture, lift with your legs, and take frequent breaks. Pace yourself, avoid twisting, and be aware of your surroundings. Here's a more detailed breakdown of shovel safety and usage:

01

CHOOSING THE RIGHT SHOVEL:

- **Lightweight and Ergonomic:** Opt for a lighter shovel with a contoured and adjustable handle to reduce strain on your back and decrease lifting.
- **Blade Type:** Select a large square point blade for shoveling and a round point blade for digging.
- **Handle Length:** Choose a handle length that allows you to keep your back straight, minimizing strain.
- **Proper Fit:** Ensure the handle size comfortably fits the size of your hand.

02

PROPER SHOVELING TECHNIQUE:

- **Good Posture:** Keep your back straight and bend your knees slightly, using your leg strength to move the load.
- **Feet Placement:** Keep your feet wide apart for a stable base and face in the direction you will throw the load to avoid twisting.
- **Keep the Load Close:** Avoid overreaching by keeping the shovel and load close to your body.
- **Lift with Your Legs:** Bend at the knees, not the back, when lifting the shovel.
- **Pace Yourself:** Shoveling is not a race, so take frequent breaks and avoid overexertion.
- **Take Breaks:** Every 15 minutes or so, stand up straight, walk around, and stretch.
- **Listen to Your Body:** Pay attention to your body's signals, such as pain, shortness of breath, or chest discomfort, and stop shoveling if necessary.

RAKES

To rake safely, choose an appropriately sized rake, wear gloves or use padded handles, rake leaves when dry, maintain proper posture, avoid twisting your body, and lift bags of leaves properly, bending at the knees.

Here's a more detailed breakdown of rake safety and usage:

CHOOSING THE RIGHT RAKE:

- **Size and Strength:** Select a rake that's comfortable for your height and strength and consider a rake with a padded handle or wear gloves to avoid blisters.
- **Type of Rake:** For general leaf raking, a lawn rake with a wide fan is effective, but if you don't regularly strength train, a smaller fan rake might be safer.
- **Garden Rakes:** Garden rakes with short tines are better for leveling dirt and mulch, but not ideal for raking leaves.

RAKING TECHNIQUES:

- **Proper Posture:** Keep your back straight, bend at the knees, and keep the rake close to your body to reduce strain on your spine.
- **Avoid Twisting:** Rake leaves to one side by pulling them towards your body, rather than reaching out too far, minimizing any twisting motion.
- **Vary Movements:** Alternate your leg and arm positions often to avoid overusing individual muscle groups.
- **Rake Dry Leaves:** Wet leaves are heavier and more difficult to lift, and they can also breed mold & mildew.
- **Take Breaks:** Raking is strenuous, so take breaks when needed to avoid overdoing it and potential injuries.
- **Lift Properly:** Bend at the knees and use your legs and hips to lift bags of leaves, keeping them small to avoid straining your back.
- **Secure Rakes:** When storing rakes, ensure they are facing down to avoid injury.

OTHER SAFETY TIPS:

- **Dress Appropriately:** Wear comfortable shoes with slip-resistant soles and consider wearing gloves to protect your hands.
- **Stay Hydrated:**
  Dehydration can occur with strenuous activity, so drink plenty of fluids.
- **Warm-up and Cool-down:** Stretching for 10 minutes before and after raking can help warm up muscles and minimize the risk of injury.
- **Know Your Surroundings:** Be aware of your surroundings and potential hazards, such as power lines or obstacles.

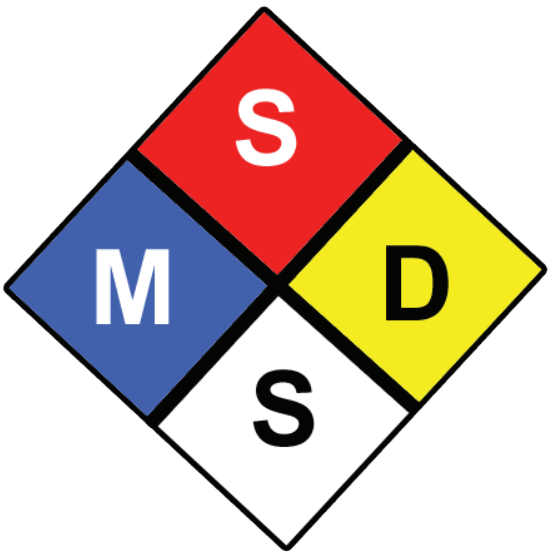
MSDS

MSDS stands for Material Safety Data Sheet (or Safety Data Sheet, SDS), a document that provides information about the potential hazards of a chemical product and how to handle it safely.

Purpose: MSDSs (now commonly referred to as SDS) are designed to inform workers and others about the potential hazards of a chemical, including health, fire, reactivity, and environmental hazards.

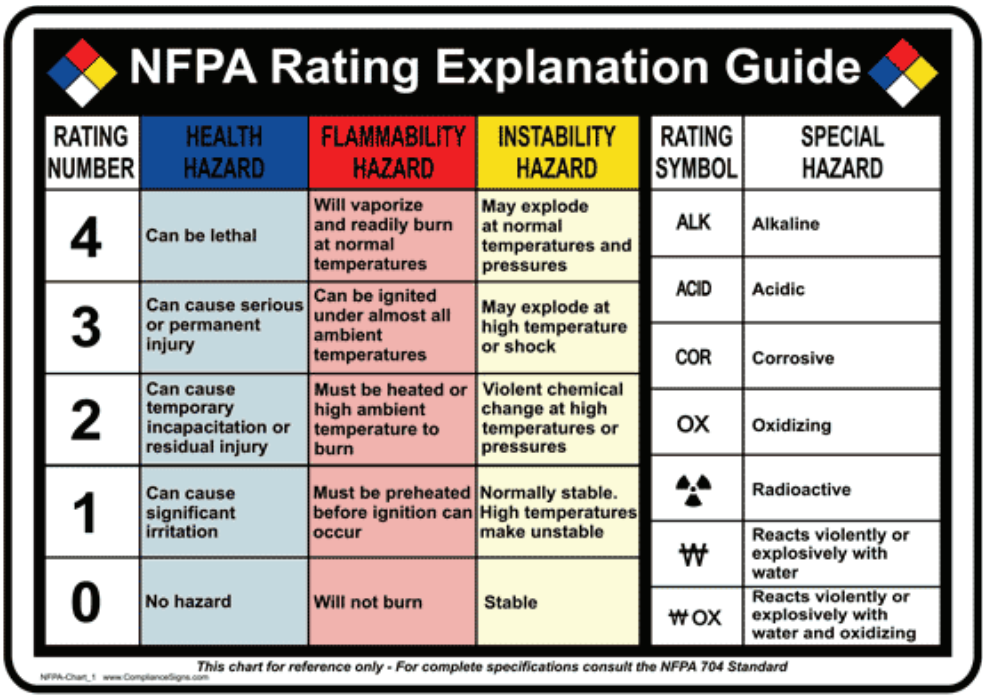
Content: They contain information such as:

- Physical data (e.g., solid, liquid, color, melting point, flash point)
- Health effects
- First aid measures
- Storage and handling procedures
- Reactivity
- Disposal instructions
- Personal protection measures
- Spill/leak procedures



Importance: MSDSs are essential for developing a complete health and safety program and ensuring the safe handling, storage, and disposal of chemicals.

Transition to SDS: The term "Material Safety Data Sheet" has been replaced with "Safety Data Sheet" (SDS) to comply with the Globally Harmonized System of Classification and Labelling of Chemicals (GHS).



NFPA Rating Explanation Guide

RATING NUMBER	HEALTH HAZARD	FLAMMABILITY HAZARD	INSTABILITY HAZARD
4	Can be lethal	Will vaporize and readily burn at normal temperatures	May explode at normal temperatures and pressures
3	Can cause serious or permanent injury	Can be ignited under almost all ambient temperatures	May explode at high temperature or shock
2	Can cause temporary incapacitation or residual injury	Must be heated or high ambient temperature to burn	Violent chemical change at high temperatures or pressures
1	Can cause significant irritation	Must be preheated before ignition can occur	Normally stable. High temperatures make unstable
0	No hazard	Will not burn	Stable

RATING SYMBOL	SPECIAL HAZARD
ALK	Alkaline
ACID	Acidic
COR	Corrosive
OX	Oxidizing
	Radioactive
W	Reacts violently or explosively with water
W OX	Reacts violently or explosively with water and oxidizing

This chart for reference only - For complete specifications consult the NFPA 704 Standard

Who Needs Them?
Any company which possesses materials that can be hazardous. Fresh Start Maintenance Inc. stores a complete MSDS Binder above the Chemical Storage Area.

All employees are required to review the information contained within, prior to the use of any hazardous materials.

GASOLINE

To ensure safe gasoline handling and usage, always store it in approved containers in a cool, well-ventilated area, away from ignition sources, and never use it as a cleaner or solvent.

STORAGE:

- **Approved Containers:** Store gasoline only in approved, labeled containers, not in glass or plastic bottles.
- **Cool, Well-Ventilated Area:** Keep gasoline in a cool, dry, well-ventilated area, away from direct sunlight and heat sources.
- **Away from Ignition Sources:** Store gasoline away from any potential ignition sources, including pilot lights, sparks, and open flames.
- **Separate from Work Area:** Keep gasoline storage separate from the work area.
- **Minimum Quantity:** Keep only the minimum gasoline needed on hand.
- **Lock up when not in use:** Keep gasoline locked up when not in use
- **Out of reach of children:** Keep gasoline out of reach of children

FIRE SAFETY:

- **No Smoking:** Never smoke or introduce any other heat or ignition source near gasoline handling operations or storage areas.
- **Fire Extinguisher:** Have a Class B fire extinguisher located near the gasoline storage area.
- **If a fire starts:** If a fire starts while handling a gas container, set the container down and get away from it. Never try to hit the fire to extinguish it or throw the container away from you. Contact the proper personnel, such as emergency responders to immediately put the fire out.

HANDLING:

- **Use Only as Intended:** Only use gasoline as a motor fuel; never use it as a cleaner, solvent, or charcoal lighter.
- **Proper PPE:** Use proper personal protective equipment (PPE) when handling gasoline, such as chemical gloves and safety glasses.
- **Well-Ventilated Areas:** Use gasoline only in well-ventilated areas.
- **Refuel with Engine Off:** Refuel equipment with the engine turned off and cool.
- **Wash Hands:** Wash hands thoroughly after handling gasoline.
- If you get gasoline on your skin, wash with soapy water right away
- If gasoline spills on clothing, remove the clothing immediately
- Never siphon gasoline by mouth
- If gasoline is swallowed, do not induce vomiting. Seek medical attention immediately

TRANSPORTATION:

- **Secure Container:** Keep the gasoline container in a secure, upright position, away from passenger areas, such as in a trunk or pick-up bed.
- **Keep Trunk Lid Ajar:** If transporting gasoline in a car, keep the trunk lid ajar for ventilation.

2-CYCLE OIL

Two-stroke oil, used in engines like those found in lawnmowers and chainsaws, requires careful handling and storage due to its flammability and potential health hazards. Always follow the manufacturer's instructions for mixing and use, and store it in a cool, dry, well-ventilated area away from heat and ignition sources.

SAFETY PRECAUTIONS AND USAGE:

- **Avoid Contact:** Prevent skin, eye, and clothing contact with the oil.
- **Ventilation:** Use two-stroke oil in a well-ventilated area to avoid inhaling vapors.
- **Storage:** Store in a cool, dry, well-ventilated area away from heat, sparks, and open flames.
- **Container:** Keep containers tightly closed when not in use.
- **Mixing:** Follow the manufacturer's instructions for mixing with gasoline, ensuring a proper ratio.
- **Hygiene:** Wash hands thoroughly after handling the oil.
- **Spills:** Clean up spills immediately with absorbent material and dispose of properly.
- **First Aid:** If swallowed, do not induce vomiting and seek immediate medical attention.
- **Flammability:** Two-stroke oil is a combustible liquid, so avoid heat, sparks, and open flames.
- **Disposal:** Dispose of used oil and containers according to local regulations.
- **Personal Protective Equipment (PPE):** Wear appropriate PPE, such as gloves, when handling two-stroke oil.
- **Read Label:** Always read the product label before using it for specific instructions and safety information.

WEED SPRAYING

To ensure safety when spraying weeds, always wear protective clothing (long sleeves, pants, gloves, eye protection), avoid windy conditions, and read and follow the product label instructions carefully.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

- **Clothing:** Wear long-sleeved shirts, long pants, & closed-toe shoes to minimize skin exposure.
- **Gloves:** Use chemical-resistant gloves, such as rubber or vinyl gloves, to protect your hands.
- **Eye Protection:** Wear safety glasses or goggles to protect your eyes from splashes or spray.
- **Hat:** Wear a hat to protect your hair and scalp.
- **Face Protection:** Consider a face shield or respirator, especially when spraying overhead or mixing chemicals.

ENVIRONMENTAL CONDITIONS:

- **Wind:** Avoid spraying on windy days, as the spray can drift & contaminate unintended areas.
- **Weather:** Don't spray if rain is expected within 24 hours, as it can wash away the herbicide.
- **Time of Day:** Avoid spraying during the hottest part of the day, as the herbicide may evaporate quickly.

PRODUCT HANDLING:

- **Read the Label:** Always read and follow the instructions on the herbicide label before use.
- **Mixing:** Mix the herbicide according to the label instructions and avoid spills.
- **Storage:** Store herbicides in a cool, dry place, out of reach of children and pets.
- **Clean Up:** Thoroughly clean all spraying equipment after use and wash your hands and face.
- **Don't Spray Near:** Don't spray near open drains, wells, or springs.
- **Don't Fill Sprayer Directly:** Don't fill the sprayer directly from a water body.
- **Don't Touch Nozzle:** Never touch the nozzle of the container used to spray pesticide.

OTHER SAFETY TIPS:

- **Avoid Contact:** Avoid physical contact with herbicide.
- **Wash Clothing:** Wash work clothing separately from domestic or use disposable clothing.
- **Don't Eat, Drink, or Smoke:** Don't eat, drink, or smoke during the spraying operation until after you have cleaned up and showered.
- **Shower After:** Take a shower after spraying to remove any residue.
- **First Aid:** Be familiar with the first aid instructions on the herbicide label.
- **Re-entry Times:** Pay close attention to label instructions regarding re-entry times.
- **Pet and Child Safety:** Keep pets and children off the treated area for the recommended time.
- **Clean Equipment:** Clean all spraying and protective equipment thoroughly.

At Fresh Start Maintenance Inc., reviewing the MSDS is required prior to utilizing these chemicals.

LANDSCAPE AND UTILITY TRAILERS

To safely operate a utility trailer, ensure proper loading, secure cargo with tie-downs, check trailer components (lights, brakes, tires, safety chains), and drive cautiously, maintaining a safe following distance and anticipating potential issues.

LOADING AND SECURING CARGO:

- **Weight Distribution:** Aim for 60% of the cargo weight in the front of trailer & 40% in the back.
- **Secure Cargo:** Use high-quality ratchet straps, rated for the intended weight, to firmly tie down goods, covering any sharp edges to avoid cuts to straps.
- **Avoid Overloading:** Consult towing manuals to avoid exceeding axle limits or overall capacities.
- **Balance Weight:** Mix heavier and lighter items to balance weight distribution, both side-to-side and front-to-back.
- **Periodically Tighten Straps:** Counter stretch from extended bouncing by periodically tightening straps.

DRIVING SAFELY:

- **Drive Cautiously:** Reduce your normal driving speed and be aware of increased braking distances.
- **Maintain a Safe Following Distance:** Give yourself extra room to brake and maneuver.
- **Anticipate Problems:** Scan the road ahead and be aware of potential hazards.
- **Watch Out for Trailer Sway:** Slow down and avoid abrupt movements to prevent sway caused by crosswinds or passing trucks.
- **Be Extra Careful When Changing Lanes:** Be aware of your larger blind spots and use extended mirrors.
- **Be Patient When Passing:** Avoid overtaking on narrow roads.
- **Stop Gradually:** Stop gradually whenever possible to reduce strain on the towing vehicle.
- **Backing Up:** Practice backing up in a safe, open space before hitting the road.

TRAILER COMPONENTS:

- **Safety Chains:** Confirm safety chains are hooked up to the hitch and crossed over each other.
- **Tires:** Ensure tires are properly inflated and in good condition, inspecting for dry rot and cracking.
- **Lights:** Verify that all lights (running lights, brake lights, turn signals, and hazard lights) are functioning correctly.
- **Brakes:** If the trailer has brakes, ensure they are working properly and adjusted according to the load.
- **Reflective Tape and Signage:** Ensure the trailer has adequate reflective tape and proper signage for safety.

ADDITIONAL TIPS:

- **Wheel Chocks:** Always place wheel chocks in front of and behind trailer wheels when connecting or disconnecting a trailer to or from a vehicle.
- **Towing Capacity and Weight Limits:** Know your trailer's weight and load capacity limits as well as that of your vehicle.
- **Check Towing Manuals:** Consult towing manuals for specific instructions & recommendations.
- **Practice Towing:** Practice towing in a safe, open space before hitting the road.
- **Regular Maintenance:** Regularly inspect, maintain, and service your trailer.
- **Know Local Regulations:** Be aware of local regulations and obey speed limit

FLEET "TRUCK" SAFETY

To ensure safe truck operation, prioritize pre-trip inspections, maintain a safe speed, secure loads properly, and be aware of surroundings, following traffic regulations & defensive driving techniques.

FRESH START PRE-TRIP INSPECTIONS AND MAINTENANCE:

- **Regular Checks:** Conduct thorough pre-trip inspections, focusing on tires, brakes, lights, and other critical components.
- **Maintenance:** Maintain your truck in good working order through regular maintenance and repairs.

SAFE SPEED AND DRIVING PRACTICES:

- **Safe Speed:** Drive at a safe speed, considering road conditions, traffic, and weather.
- **Defensive Driving:** Practice defensive driving techniques, anticipating potential hazards and maintaining a safe following distance.
- **Obey Traffic Laws:** Adhere to all traffic laws, including speed limits and yield signs.
- **Work Zone Awareness:** Be extra cautious in work zones, slowing down and obeying all signs and signals.

LOAD SECURITY:

- **Proper Loading:** Ensure loads are properly secured to prevent shifting or falling.
- **Weight Distribution:** Distribute the weight evenly to maintain stability.
- **Securing Materials:** Use appropriate straps, chains, and other securing materials.

SITUATIONAL AWARENESS AND ENVIRONMENT:

- **Surroundings:** Be aware of your surroundings, including other vehicles, pedestrians, and potential hazards.
- **Weather Conditions:** Monitor weather conditions and adjust driving accordingly.
- **Rest and Fatigue:** Avoid fatigue and ensure adequate rest periods to maintain alertness.
- **Clear View:** Maintain a clear view of the road and surroundings and use mirrors effectively.
- **Blind Spots:** Be aware of blind spots and use signals to communicate your intentions

TIRE INSTALLATION AND REPLACEMENT

To safely change a tire, find a flat, level surface away from traffic, activate hazard lights, engage the parking brake, and use wheel chocks. Loosen lug nuts before jacking up the car, then remove the flat tire, install the spare, and tighten lug nuts before lowering the vehicle.

SAFETY FIRST:

- **Find a Safe Location:** Pull over to a safe, flat, and level area away from traffic, preferably with a wide shoulder.
- **Activate Hazard Lights:** Turn on hazard lights to alert other drivers to your disabled vehicle.
- **Engage the Parking Brake:** Always use the parking brake when preparing to change a tire.
- **Use Wheel Chocks:** Place wheel chocks or wedges behind the tires to prevent the vehicle from rolling.
- **Wear Safety Gear:** Wear gloves & safety glasses to protect yourself from potential hazards.

STEP-BY-STEP TIRE CHANGE:

- **Loosen Lug Nuts:** Before jacking up the vehicle, loosen the lug nuts on the flat tire using the lug wrench.
- **Position the Jack:** Consult your owner's manual for the correct jack placement points on the vehicle frame.
- **Raise the Vehicle:** Raise the vehicle with the jack until the flat tire is off the ground.
- **Remove the Flat Tire:** Remove the hubcap (if applicable), then fully unscrew the lug nuts and remove the flat tire.
- **Install the Spare Tire:** Align the spare tire with the lug bolts and push it onto the wheel studs.
- **Tighten Lug Nuts:** Hand-tighten the lug nuts, then lower the vehicle until the spare tire is touching the ground.
- **Final Tighten:** Use the lug wrench to fully tighten the lug nuts in a star pattern.
- **Lower the Vehicle:** Lower the vehicle completely and remove the jack.
- **Stow Tools:** Safely stow the flat tire, jack, and lug wrench.
- **Check Spare Tire Pressure:** Check the pressure in the spare tire and inflate it to the recommended pressure if necessary.
- **Take Flat Tire to Professional:** Have the flat tire repaired or replaced by a professional as soon as possible.

TIRE SAFETY AND MAINTENANCE:

- **Regular Tire Checks:** Regularly check your tire pressure and tread depth.
- **Tire Rotation:** Rotate your tires regularly to ensure even wear.
- **Tire Replacement:** Replace tires when the tread depth reaches 2/32 of an inch or if you notice any damage.
- **Proper Inflation:** Maintain the correct tire pressure as recommended by the vehicle manufacturer.
- **Avoid Overloading:** Do not overload your vehicle beyond its tire and vehicle weight limits.

FLOOR JACKS

When using a floor jack, prioritize safety by ensuring a stable, level surface, engaging the parking brake and chocking the wheels, and never relying solely on the jack for support; always use jack stands for added security when working under a raised vehicle.

SAFETY PRECAUTIONS:

- **Stable Surface:** Always use a floor jack on a flat, solid, and level surface.
- **Engage Parking Brake:** Always engage the parking brake to prevent the vehicle from rolling.
- **Wheel Chocks:** Place wheel chocks behind the wheels that remain on the ground to prevent movement.
- **Never Work Under a Jacked Vehicle:** Never position any part of your body under a jack-raised vehicle unless it is also supported by jack stands.
- **Use Jack Stands:** After lifting the vehicle with the floor jack, immediately place jack stands under the designated jacking points and lower the vehicle onto the stands.
- **Check Jack Capacity:** Ensure the jack's load capacity is sufficient for the vehicle's weight.
- **Position the Jack Properly:** Place the jack under the vehicle's designated jacking points, which are typically reinforced areas.
- **Avoid Overextension:** Don't overextend the jack, as it becomes less stable at higher elevations.
- **Regularly Maintain the Jack:** Keep the jack lubricated and check for fluid leaks.
- **Discard Damaged Jacks:** Discard any jacks that are damaged or leaking fluid.
- **Work in Pairs:** If possible, work with a partner, especially when lifting a heavy vehicle.
- **Clear the Area:** Ensure the area around the vehicle is clear of obstructions and debris.
- **Check Jack Capacity:** Ensure the jack's load capacity is sufficient for the vehicle's weight.

USING A FLOOR JACK:

- **Prepare the Vehicle or Lawnmower:** Park on a flat, level surface, engage the parking brake, and place wheel chocks behind the wheels that remain on the ground.
- **Locate the Jacking Points:** Consult your vehicle's owner's manual to locate the designated jacking points.
- **Position the Floor Jack:** Place the floor jack under the designated jacking point.
- **Lift the Vehicle:** Slowly and steadily pump the jack handle to lift the vehicle.
- **Lower the Vehicle:** Lower the vehicle onto the jack stands, then remove the floor jack.
- **Place Jack Stands:** Once the vehicle is lifted high enough to insert jack stands, place the stands under the jacking points.

COMPANY REQUIRED SAFETY SIGNATURE FORMS

These forms confirm that employees have read, understood, and agreed to follow the company's safety policies and procedures. A signed form is required for compliance and workplace safety accountability.

FRESH START MAINTENANCE INC

DRIVER SAFETY TRAINING AWKNOWLEDGMENT

Name: _____.

You have applied for and have been hired by Fresh Start Maintenance Inc., as a Crew Driver. In allowing you this opportunity, you have passed a Driver License Screening through our Insurance Carrier and acknowledge that our company performed an "in-house" safety driving test with you. This test consisted of our Management Team observing your actions and skills while maneuvering your Truck and Trailer through various obstacles and turns, as well as questioning you on various incidents that might occur. Such incidents of a trailer hitch malfunction while driving, basic rules of the road, unexpected blow tires and the basic components of your truck and trailer to ensure the safety of all.

Since the operation of the vehicle and trailer combination does not require a CDL, our company has not required you to obtain one, other than the required Valid Class E Driver's License. As a driver you will always remain alert to your surroundings and agree to accept the responsibility that you are directly liable for anything that might occur during your operation of our vehicle & equipment.

Your signature below confirms the above information is true, and you accept this responsibility.

_____

Sworn to and subscribed before me by _____ who are personally known to me _____ or produced _____ as identification this day of _____.

Deputy Clerk or Notary Public State of Florida:

My Commission Expires:

EQUIPMENT AND MATERIALS USAGE POLICY AND SAFETY TRAINING

FOR OFFICIAL USE ONLY

FRESH START MAINTENANCE INC

Name: _____.

By signing this form, you acknowledge that you have reviewed the United States Department of Labor OSHA Training Programs, which specifically pertains to your job duties "Landscape and Horticultural Services." Additionally, you are confirming that Fresh Start Maintenance Inc. holds in-person safety briefings, to include FDOT / MOT procedures. In doing so, you have successfully demonstrated to management that you are able to safely utilize the equipment provided by Fresh Start Maintenance Inc. The equipment which you utilize includes, but is not limited to, Weed Eaters, Blowers, Trimmers, Backpack Sprayers, Lawnmowers, Sheers, Edgers...etc. You are required to review the Material Safety Data Sheet, located above the 2-Cycle oil container within our shop, when handling hazardous materials. Furthermore, if you have any reservations upon handling any equipment or hazardous materials, you agree to submit your concern in writing, prior to utilizing any materials.

Your signature below confirms the above information is true

_____.

Sworn to and subscribed before me by _____ who are personally known to me _____ or produced _____ as identification this day of _____.

Deputy Clerk or Notary Public State of Florida:
My Commission Expires:

Your safety is of the upmost importance at Fresh Start Maintenance Inc.

OSHA

(OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION)

TRAINING

FOR OFFICIAL USE ONLY

FRESH START MAINTENANCE INC

Name: _____.

"Under the Occupational Safety and Health Act of 1970, employers are responsible for providing a safe and healthful workplace. Employers shall provide employees with effective information and training on hazardous situations and chemicals in their work environment."

By signing this form, you acknowledge that you have watched the OSHA Training Video:_____ on _____at Fresh Start Maintenance Inc. / 2918 2nd Avenue North Palm Springs, FL 33461.

_____

SIGNATURE:

Sworn to and subscribed before me by _____who are personally known to me _____or produced _____ as identification this day of _____.

Deputy Clerk or Notary Public State of Florida:

My Commission Expires:

Your safety is of the upmost importance at Fresh Start Maintenance Inc.

FRESH START
MAINTENANCE INC

DUAL-FACING DASH CAMERA DISCLOSURE

Fresh Start Maintenance Inc. possesses Dual-Facing Dash Cameras. The purpose of the camera system is to safeguard the company against vehicular accidents, false claims, illegal drug / alcohol use, theft / burglary, and vandalism. These cameras are **NOT** to be tampered with. It is the Supervisor of the truck's responsibility to ensure they are properly connected.

FLORIDA LAW:

Private employers are not constrained by the Constitutional limits of the Fourth and Fourteenth Amendments. Lebron v. Wilkins, 820 F. Supp. 2d 1273, 1282 (M.D. Fla. 2011) aff'd sub nom. Lebron v. Sec'y, Florida Dept. of Children & Families, 710 F.3d 1202 (11th Cir. 2013). Thus, private employers generally are free to conduct surveillance of their employees while on duty, with certain exceptions. Video surveillance is generally permitted, except in areas such as restrooms and locker rooms where employees have a reasonable expectation of privacy.

SIGNATURE VERIFICATION:
By signing this document, I understand the rules and regulations set forth above.
Employee _____

Sworn to and subscribed before me by _____ who are personally known to me _____ or produced _____ as identification this _____ day of _____.

- **Deputy Clerk or Notary Public State of Florida:**
- **My Commission Expires:**

The Injury, Illness and Prevention Handbook is intended to serve as general information concerning Fresh Start Maintenance Inc. and its subsidiaries with respect to its existing policies, procedures, practices of proper equipment usage and the safety aspects involving the workplace. The information within derived from various online sources. Nothing contained in the Handbook is intended to create, nor shall it be construed, as creating an expressed or implied guarantee of safety for a definite or indefinite term. All employees are required to review and adhere to OSHA (Occupational Safety and Health Administration) rules and regulations. From time-to-time Fresh Start Maintenance Inc. may need to clarify, amend and/or supplement the information contained in the Handbook and the company will inform the employees, in writing, when changes occur.

The Fresh Start Maintenance Inc. Injury, Illness and Prevention Handbook is also available for viewing at www.FreshStartMaintenance.com