



4724 Golden Ridge Dr
Corona, CA 92878

**INJURY ILLNESS PREVENTION PROGRAM
SAFETY PROGRAM**

Revised: 2025

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1.0 SAFETY POLICY STATEMENT

This Safety Program applies to the following entities, collectively known as “Flow Landscape”

Flow Landscape LLC, a California Limited Liability Company

At Flow Landscape, safety and accident prevention is everyone’s responsibility. Every employee is expected to understand and follow all company safety policies and rules, and to perform their work in a safe manner. Every Supervisor and Manager, or any other employee that oversees workers, is responsible for safety, implementing the Flow Landscape safety program, and training its employees in safe work techniques and procedures. The regional Safety Managers, Supervisors and Managers have the overall responsibility for safety at their location. **Stan Suh, Managing Director/Owner** has the responsibility and authority for the development and implementation of safety and accident prevention. The Company’s goals and objectives are to provide a safe and healthy place of employment for every Flow Landscape employee and to abide by accident prevention regulations set forth by the Federal, State and Local Governments.

Flow Landscape is sincerely interested in the safety, welfare and well-being of its employees. Education and accident prevention is essential in maintaining a safe and efficient operation.

It is Flow Landscape’s objective that its safety policies and rules are strictly observed at all times. Although these policies and rules are considered to be all inclusive, it is impractical to publish a policy or rule to cover every circumstance. If a policy or rule that might cover a specific condition is not covered in the Safety Program that shall be no excuse for disregard of common sense in the safe performance of its employees work

The possession, consumption and/or influence of alcohol, drugs or any controlled substance during working hours is strictly against policy, and violators are subject to dismissal. Flow Landscape will assist any affected employee to find a suitable treatment facility upon written request, and prior to any substance abuse related incident.

Every employee is strongly urged to understand and comply fully with the Flow Landscape Safety Program. Abuse and/or disregard of any rule or policy is a violation and will be treated accordingly. Every employee is encouraged to help in preventing accidents and injuries to him/her and fellow employees. It is the Flow Landscape's goal to strive for a record of zero accidents.

2.0 RESPONSIBILITIES

2.1 Corporate Officer

- The Managing Director has the overall responsibility for the company's Safety Program and regularly reaffirms support for loss control activities. Ensures that all employees are informed of the Company's commitment to safety and the adherence with all federal, state, and local regulations
- Establish company safety rules, policies and programs, and provide its full support, training and funds to implement
- Delegate authority as necessary for administration, enforcement and accountability of the program
- Review, approve and/or amend all newly established safety rules, policies and programs
- Regularly review safety experience and evaluate the effectiveness of the Safety Program with the Director of Safety and Risk Management

2.2 Director of Safety and Risk Management

- The Safety Director has the overall responsibility to develop and implement written Safety Programs which comply with the requirements of Title 8, CCR, Section 3203, and any other regulations set forth by the Federal, State and Local Governments
- Develop and implement the Injury and Illness Prevention Program, and have full authority and responsibility for enforcement, and maintaining the Program.
- Review and update the IIPP annually and/or as required

2.3 Division President

- The Division President has the overall responsibility for its regional safety program and regularly reaffirms support for loss control activities. Ensures that all employees are informed of the Company's commitment to safety and the adherence with all federal, state, and local regulations
- Provide supervision, support, training and funds to implement
- Regularly review safety experience and evaluate the effectiveness of the Safety Program with the Director of Safety and Risk Management and regional Safety Manager

2.4 Regional Safety Manager

- The regional Safety Manager is responsible for training, education, implementation, monitoring and accountability of the Safety Program, at the field employee level
- Understands and maintains documentation of all applicable federal, state, and local regulations.
- Implement and conduct regular safety training seminars to workers and insure safety equipment, materials, protection devices, etc. as needed
- Conduct incident investigation, notification and recommend controls to prevent reoccurrences.

2.5 Supervisors, Foremen and Managers

- Supervisors, Foremen and Managers are responsible training, education, implementation, monitoring and accountability of the Safety Program for their respective employees
- Understands and enforces compliance of the Safety Program and applicable Federal, State and local regulations.
- Assist employees with questions, concerns, etc. regarding the Safety Program
- Maintain a copy of the current Safety Program at all times
- Coordinate with the Regional Safety Manager for prompt medical attention in case of an injury and provide a thorough written investigative report and recommend controls to prevent reoccurrences.

2.6 Employees

- Comply with all rules, policies and procedures set forth in the Safety Program
- Set a good example for others by following all rules, policies and procedures
- Take an active role in continuing education and training of proper safety techniques, while promoting good-will to the Company and fellow employees
- Perform job duties in the safest possible manner

3.0 COMPLIANCE

Management is responsible for ensuring that all safety and health rules, policies and procedures are clearly communicated and understood by all employees. Supervisors, foremen and managers are required to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

The following is our system of ensuring that all workers comply with the rules and maintain a safe work environment:

- Educate all workers of the provisions of the Safety Program
 - Conduct Employee Safety Orientation during the initial hiring period.
- Evaluate the safety performance of all workers
 - Conduct jobsite and facility safety inspections
- Recognize employees who perform safe work practices. This recognition is accomplished by:
 - Employees that perform safe work practices will be recognized through the following Safety Incentive Programs:
 - Safety Awards (raffle items)
 - Safety Award Lunches
 - Quarterly Foremen Safety Bonuses
- Provide ongoing training to workers where safety performance is found to be not in conformance with the standards set forth in the Safety Program
- If an employee is found to have deficient safety performance they will be subject to Company disciplinary policies and will be required to undergo retraining. Retraining will be based on the violation and tasks that were observed. Discipline workers for failure to comply with safe work practices, per the standards set forth in the Safety Program. The following outlines Company's general disciplinary process:
 - Flow Landscape desires its employees to work in a positive, productive atmosphere. However, employees who violate safety rules must be disciplined in order to protect their own safety and the safety of others

Depending on the severity and frequency of a safety violation, an employee may be:

- Issued a written warning;
 - Suspended; or;
 - Immediately discharged
 - For more detailed information see Flow Landscape Disciplinary Policy.
- Other means to ensure employee compliance with safe work practices include, but not limited to:
 - Continuing safety education, such as tailgate meetings, bi-weekly Foreman's meeting, and subject specific training based upon hazard assessment

4.0 COMMUNICATION

Flow Landscape recognizes that two-way communication between management and employees on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of information between management and employees in a form that is understandable and consists of:

- Safety orientation to all new employees, including a discussion of safety and health policies and procedures
- Review of the Safety Program
- Follow-through by management to ensure effectiveness.
- Ongoing workplace safety and health training.
- Safety meetings held at least every 7 days – more frequently as deemed necessary by the identification of hazards or occurrence of injuries and illnesses.
- Effective written communication of safety and health concerns between employees and management, including language translation where necessary.
 - Posted or distributed safety information (i.e. weekly safety topics)
 - A system for workers to anonymously inform management about workplace hazards. Contact the Director of Safety and Risk Management at (714) 900-7865, or the Corporate Human Resource department

5.0 HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by the Regional Safety Manager, and/or Director of Safety and Risk Management according to the following schedule:

- During the initial establishment of the Safety Program
- Weekly inspections at every project
- When new substances, processes, procedures or equipment that present potential new hazards are introduced into our workplace
- When new, previously unidentified hazards are recognized
- When occupational injuries and illnesses occur
- When we hire and/or reassign workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted
- When workplace conditions warrant an inspection

Periodic inspections consist of identification and evaluation of workplace hazards utilizing the Job Hazard Analysis (JHA) and Job Site Safety Inspection Checklist to identify and evaluate workplace hazards.

- The Job Hazard Analysis (JHA) shall carefully study and record each step of a job, identify existing and/or potential equipment, environmental or action-generated job hazards and determine the best way to perform the job to reduce or eliminate hazards. The JSA shall be communicated to and fully understood by all employees who will participate in the performance of the work.
- The Job Site Safety Inspection checklist will consist of jobsite and/or facility safety inspections by the Safety Manager, or other authorized employee to identify hazards. These hazards will be corrected at the time of identification by notifying the on-site supervisor, superintendent, and/or manager. If the hazard cannot be resolved or corrected, employees will be removed from the work area and operations will be shut down. Employees will be observed performing safe work practices for corrective measures related to the Flow Landscape Safety Program.

6.0 HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures identified at work locations shall be corrected in a timely manner according to the following procedures:

- When observed or discovered
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all exposed employees will be removed from the area except those necessary to correct the existing condition. All employees required to correct the hazardous condition shall be provided with the adequate protection
- All actions taken and dates of completion shall be documented on the Job Site Safety Inspection Checklist and/or Job Hazard Analysis.

7.0 ACCIDENT/EXPOSURE INVESTIGATION

All employees must report any accident, injury, exposure and/or near-accident, regardless of how minor, to the Supervisor, and/or Management.

7.1 Accident Investigation Review Panel: (AIRP)

All inquiries concerning incidents/accidents/injuries/automobile/equipment/property damage shall be referred to the Supervisor, Regional Safety Manager, Superintendent and/or Management. The Regional Safety Manager will investigate all personal injury accidents, property damage claims, equipment, and automobile incidents and will complete the First Incident Report. The review panel will meet and discuss the accident and review paperwork. The purpose of this investigation is to assist in preventing this type of incident in the future. The employee will cooperate fully with the review panel in this investigation.

7.2 Near-accident Reporting:

Reporting near-accident and unsafe conditions helps us take corrective action before someone gets injured. If an employee observes an unsafe act or condition, or experiences a near-accident, he/she shall report the condition or event to the Supervisor, and/or management.

7.3 Accident Investigation – First Incident Report

The responsible jobsite Supervisor shall investigate the incident and complete the First Incident Report for every personal injury accident or illness, property damage, and automobile incident and submit copies to the Regional Safety Manager, Director of Safety and Risk Management. Personal injury or illness shall be recorded on OSHA Log 300. The completed First Incident Report will be reviewed by the Regional Safety Manager and Director of Safety and Risk Management.

7.4 Accident Investigation – Safety Department

Investigation of workplace accidents, hazardous substance exposures and near- accidents shall be conducted by the Regional Safety Manager and/or Director of Safety and Risk Management, and will include:

- Visiting the scene as soon as possible
- Interviewing affected worker(s) and witness(es)
- Examining the workplace for factors associated with the accident/injury/exposure/near-accident
- Determining the causes of the accident/injury/exposure/near-accident. May require drug testing for work-place accidents.
- Taking corrective action to prevent the accident/injury/exposure/near-accident from reoccurring
- Recording the findings and corrective actions taken

7.5 Flow Landscape – Emergency Contact Directory:

Stan Suh
Flow Landscape, Managing Director
(714) 900-7865

8.0 TRAINING AND INSTRUCTION

All employees, including Supervisors and Foremen shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- When the Safety Program is first established
- New Hire Safety Orientation
 - When an employee is hired, initial training will be done by the Safety Department to cover such area as: safety rules and procedures, personal protective equipment, the company expectations of the employee, and the Flow Landscape Safety Program. The same type of training will be conducted at any time new materials are introduced into the operations where a new exposure potential exists.
- Employees given new job assignments for which training has not previously been provided
 - **Job-Specific Training** – Supervisors, and/or Foremen will review with each employee the specific safety rules, policies, and procedures that are applicable. Foremen will give employees instructions and specific directions on how to do the work safely.
 - ***Supervisors and/or Foremen will observe employees performing the work.*** If necessary, the Supervisor or Foreman will demonstrate safe work practices, and/or offer remedial instruction to correct deficiencies before an employee is permitted to resume the work.
- Whenever new substances, processes, procedures or equipment that represent a new hazard are introduced to the workplace
- Whenever the Company becomes aware of a new or previously unrecognized hazard
- To Supervisors, Foremen and Management to familiarize them with the potential safety and health hazards to which workers may be exposed
- To all workers with respect to hazards specific to each employee's assignment.

This training will include (but is not limited to):

- Explanation of the Safety Program, emergency action plan, measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- Provisions for medical services and first aid, including emergency procedures
- Proper housekeeping, keeping working areas neat and orderly, and promptly cleaning up spills
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety
- Proper storage to prevent:
 - Stacking goods in an unstable manner
 - Storing materials and goods against doors, exits, fire extinguishing equipment and electrical panels.

Where applicable, training may also include:

- Prevention of musculoskeletal disorder, including proper lifting techniques
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment (PPE)
- Information about chemical hazards to which employees could be exposed and other hazard communication program information

In addition, specific training/instruction to workers will be provided in regards to hazards unique to job assignments. Such training could include, but not limited to: trench/excavation, heavy equipment operation, small equipment operation, hand tools, rigging, etc.

9.0 RECORD KEEPING

Safety inspection reports will be maintained for at least five (5) years.

Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers, are recorded on a safety training form. These records will be maintained for at least five (5) years.

10.0 ADDITIONAL RESOURCES

For additional information please visit the Division of Occupational Safety and Health Injury Illness Prevention website <http://www.dir.ca.gov/DOSH/>, or contact Flow Landscape Companies, Inc. Director of Safety and Risk Management at (714) 900-7865.

11.0 IIPP REVIEW LOG

Date of Review	Comments	Reviewed By	Previous IIPP Revision #	New IIPP Revision #

12.0 FLOW LANDSCAPE

SAFETY PROGRAM

Introduction

Traditional approaches to risk and safety are necessary, but perhaps not sufficient at eliminating accidents and injuries. Flow Landscape will be actively involved with the Safety Program, rules, policies and procedures to minimize injuries and at-risk situations.

Prior to beginning work at all project sites, all employees shall be given a comprehensive safety orientation. This orientation will include a review of the project safety rules, disciplinary procedures, hazards at the site and the Accident Reporting Procedures.

13.0 Code of Safe Practice

The Company's Safety Program, and its rules, policies and procedures were developed with the goal to achieve safe work practices, resulting in no employee accidents. Some of the rules are dictated by OSHA requirements. For these reasons, every Flow Landscape employee is expected to abide by the safety rules, policies and procedures. Violations will result in disciplinary action, up to and including termination.

General

1. Accidents / Near-Miss Reporting - An employee must report any accident or injury, regardless of how minor, including near-misses to his/her Supervisor.
2. Employees must report any equipment or condition considered to be unsafe, as well as what they consider to be unsafe work practices. This type of information must be reported to his/her Supervisor.
3. Employees will not be permitted to work under the influence of alcohol or substance, including prescription medication. The use or possession of intoxicating beverages, illegal drugs or weapons on the site is prohibited
4. Personal Protective Equipment must be worn when operating power equipment.
5. Guards or other safety devices shall not be tampered with or removed from machinery or equipment. All guards must be in place for safe operation.
6. Operation of machinery and equipment shall not commence until trained in the proper operating procedures, hazards and safeguards. .
7. Drivers and passengers in all Company Vehicles must wear seat belts at all times
8. Flammable liquids must always be stored and transported in proper containers.
9. Engines must always be shut off when refueling vehicles or equipment.
10. Drivers shall ensure their vehicle is properly loaded to avoid loss of materials or equipment.
11. When lifting, bend your knees, grasp the load firmly, and then raise the load with your legs, keeping the back as straight as possible. Don't twist body with a load, move your feet. GET HELP for HEAVY LOADS MORE THEN 50 POUNDS.
12. The following attire is requiring for all personnel – Shirts with sleeves, long pants (no shorts, no baggies pants), and high top work boots with laces (no tennis shoes).
13. Smoking is not allowed during working hours.(Except on breaks / lunch and only in designated areas)
14. No personal cell phone calls / earphones allowed during working hours (except on breaks/lunch)
15. Horseplay and harassment of any kind is prohibited.
16. When in doubt about the safety of a situation that is out of the norm, talk to your Supervisor to find the proper procedure.
17. Only trained, experienced personnel shall apply chemicals, pesticides, herbicides or fertilizers
18. Adhere to and obey all warning signs and barricades.

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19. Obey the all speed limits and/or weather condition limitations.
 20. Good housekeeping practices improve the safety for everyone.

14.0 PERSONAL PROTECTIVE EQUIPMENT

Hard Hats –All employees are required to wear hard hats as required by jobsite rules and/or conditions

Eye Protection - All employees are required to wear safety glasses when operating any piece of power equipment or any other exposure to an eye injury.

Ear Protection - All employees exposed to high noise level, heavy equipment, small equipment, any types of power equipment, including small power hand tools, are required to wear earplugs.

Safety Vests – All employees are encouraged to wear safety vest at ALL times.

Hand Protection - All employees involved in operations exposing hands to cuts, chemicals, burns, etc. are required to wear gloves.

Work Boots – High-top work boots are to be worn AT ALL TIMES. . NO TENNIS SHOES. NO EXCEPTIONS.

Foot Protection – Required when operating any soil compact machine.

Full Body Protection – All employees are required to wear when involved in ANY type of chemical application procedure. Additional training will required when handling pesticides.

Other - Specific jobs may cause the need for other personal protective equipment. When this occurs, the employee will be required to utilize this equipment.

15.0 Dig Alert

- An active Dig Ticket is always required prior to digging, trenching or other excavation. Review of the area for location of underground utilities or other hazards must be conducted.
- Delineation of the proposed excavation site is mandatory. Mark the area to be excavated with water-soluble or chalk based paint on paved surfaces or with other suitable markings such as flags or stakes on unpaved areas.
- Excavation will not be permitted without a valid and active Dig Ticket number.
- If the Dig Ticket shows facilities within the work areas, they will be marked prior to the start of your excavation
- The law requires hand exposure to the point of no conflict 24" on either side of the underground facility.
- However, Flow Landscape requires hand exposure to the point of no conflict 36" on either side of underground facility.

16.0 Trench and Excavation

- Trenches 5 feet (1.5 meters) deep or greater require a protective system unless the excavation is made entirely in stable rock. If less than 5 feet deep, it may be determined that a protective system is not required.
- Trenches 20 feet (6.1 meters) deep or greater require that the protective system be designed by a registered professional engineer or be based on tabulated data prepared and/or approved by a registered professional engineer in accordance with 1926.652(b) and (c)
- Access and egress to all excavations, including ladders, steps, ramps, or other safe means of exit for employees working in trench excavations 4 feet (1.22 meters) or deeper, shall be required
- Maintain excavated soil (spoils) and other materials a minimum of 2 feet (0.6 meters) from trench edges.
- Keep heavy equipment away from trench edges.
- Inspect trenches at the start of each shift.
- Inspect trenches following a rainstorm or other water intrusion.
- Do not work under suspended or raised loads and materials.

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- Protective Systems
 - **Benching** means a method of protecting workers from cave-ins by excavating the sides of an excavation to form one or a series of horizontal levels or steps, usually with vertical or near vertical surfaces between levels. *Benching cannot be done in Type C soil.*
 - **Sloping** involves cutting back the trench wall at an angle inclined away from the excavation.
 - **Shoring** requires installing hydraulic or other types of supports to prevent soil movement and cave-ins.
 - **Shielding** protects workers by using trench boxes or other types of supports to prevent soil cave-ins.

17.0 Company Vehicle

Prior to the issuance of driving privileges to operate a Company vehicle or drive a personal vehicle on behalf of the Company, employees will be required to enter the Company's Driver Pool Program. This program is designed to only allow responsible drivers to operate vehicles.

Driver Responsibilities

Each driver is responsible for the possession, care and use of the Company owned vehicle. Operating a Company vehicle is a privilege. Therefore, a driver's responsibilities include but are not limited to the following:

- Operation of the vehicle in a manner consistent with reasonable practices that avoids abuse, theft, neglect or disrespect
- Obey all state and local traffic laws.
- Vehicles are to be kept clean and orderly both inside and out.
- The use of seat belts is mandatory for drivers and passengers.
- Only Company employees are permitted to ride in vehicles.
- Report the occurrence of any moving violations within 24 hours of the citation.
- Attention to and practice of safe driving techniques and adherence to current safety requirements.
- Vehicle should not be operated with any defect that would prevent safe operation.
- Operation of Company vehicles, or personal vehicles on behalf of the Company, while under the influence or in the possession of alcohol, drugs, or weapons, is strictly prohibited.

18.0 Heavy Equipment Operator

- Only authorized and trained operators shall operate equipment
- Unsafe operators shall be prohibited from further equipment operation
- Seat belt must be worn at all times
- Safety glasses, earplugs, hard hat and safety vest must be worn at all times
- Operate cautiously at safe speeds
- Daily inspections are required
- Follow manufacturer's instructions and site procedures
- Don't overload equipment
- Equipment shall not be left running unattended
- All heavy equipment shall have backup alarms

19.0 Forklift Operator

- Only employees authorized and trained in the safe operation shall be permitted to operate a forklift.
- Before operating a forklift, Employee's shall read and be familiar with the operator's manual for the particular forklift being operated.
- Seat belt must be worn at all times.
- Check for adequate clearance before driving under electrical lines, bridges, etc.
- Handling suspended loads:
 - Do not exceed the forklift manufacturer's rated capacity.
 - Only lift the load vertically and never drag it horizontally
 - With load elevated, maneuver the forklift slowly and cautiously.
 - Use tag lines to restrain load swing whenever possible.
- Do not allow anyone to stand or pass under the elevated portion of the forklift, whether empty or loaded.
- When leaving a forklift unattended, the power shall be shut off, brakes set, the boom and the forks left in the down position. When left on an incline, the wheels shall be blocked.
- Forklifts are considered unattended when the operator is 25 feet or more away from the vehicle which remains in his view or whenever the operator leaves the vehicle and it is not in his view.
- No person shall ride on the forks of the vehicle.
- No passengers
- The forks shall always be carried as low as possible consistent with safe operation.
- Under no circumstances shall another person attempt to counter balance such a load by standing on the vehicle.

20.0 Cranes and Hoists

- Only operators with a valid certificate of competency issued in accordance with Cal/OSHA & FED OSHA requirements can operate a crane
- Keep clear of swinging cabs.
- Use a tag line on all loads that may swing while being hoisted and lowered.
- Cranes shall not be left unattended with a load suspended.
- Do not touch the crane or load while it is in motion.
- Do not ride the headache ball, hook or load on any crane.
- Operators are expected to know and work within the load chart rated capacities of their crane or hoist.

21.0 Rigging

- All rigging will be inspected by the Supervisor prior to operations.
- Special custom design grabs, hooks, alloy steel chains, natural rope slings or other lifting accessories, shall be marked to indicate the safe working loads
- Rigging equipment shall not be loaded in excess of its recommended safe working load
- All defective or damaged rigging equipment shall be removed from service immediately
- Before lifting, ensure the sling is properly secured around the load and the weight of the load has been properly determined

22.0 Fire Prevention

- Fire extinguishers shall be in plain view, and away from heat sources.
- All workers must know where to find the fire extinguisher.
- Type of Fire Extinguisher
 - Class A – Ordinary combustibles such as wood, cloth and paper
 - Class B – Flammable liquids such as gasoline, oil, and oil-based paint
 - Class C – Energized electrical equipment – including wiring, fuse boxes, circuit breakers, machinery, and appliances
- Inspection
 - Labeling
 - Charged
 - Pin in place

23.0 Housekeeping

- Everyone is required to share the responsibility of good housekeeping.
- Keep work area clear of debris, trash and unused materials.
- Ladders and other equipment are properly stored and secured from falling
- Trash shall be placed in trash bins or trash receptacles.

24.0 Ladders

- Ladders must be kept in a safe condition
- Inspect before use for cracks, dents, and missing rungs
- Keep the area around the top and bottom of a ladder clear
- Keep ladders free from slipping hazards
- Use ladders only for their designed purposes
- Only use ladders on stable and level surfaces
- Extension / Straight Ladders
 - Position at an angle where the horizontal distance from the top support to the foot of the ladder is $\frac{1}{4}$ the working length of the ladder
 - Ladder must extend at least 3 feet above the upper landing surface
 - Do not separate extension ladder sections to use as a stand-alone ladder
- Stepladders
 - Never use as a straight ladder
 - Used only in open and locked position
 - Do not use cross-bracing on the rear of a stepladder for climbing unless the ladder is designed for such use
 - Do not work on the top rung of the ladder
- User shall face the ladder when ascending or descending
- Maintain three points of contact with the ladder at all times
- Do not lean away from the ladder to carry out your task. Use the belt buckle rule at all times
- Never use metal ladders or ladders covered with water, grease, or oil near exposed energized electrical equipment.
- If a defective ladder is found, immediately mark it defective or tag it 'DO NOT USE'

25.0 Hand Tools

- Use the right tool for the task and only for its designed purpose
- Inspect tools for damage or wear and tear before using them. Notify your supervisor and remove defective tools from service.
- Beware of loose or cracked wooden handles. The head of the tool may fly off and strike you or your co-worker.
- Always use the appropriate personal protective equipment for the task
- Position your body securely to avoid slipping
- Do not jump up and down on the step of the shovel
- Always check around you before using a pick
- Clean tools before properly storing them

26.0 Portable Power-Operated Tools

- Unsafe tools, frayed and defective electrical cords and extensions and unguarded machinery must not be used.
- Grinders, saws and similar equipment must be provided with appropriate safety guards.
- Power tools shall only be used with the correct shield, guard, or attachment recommended by the manufacturer.
- Portable circular saws shall be provided with guards above and below the base shoe.
- Make sure that rotating or moving parts or equipment are guarded to prevent physical contact.
- All cord-connected, electrically-operated tools and equipment must be effectively grounded or of the approved double-insulated type.
- Effective guards must be placed over belts, pulleys, chains, sprockets, or equipment.
- When safety guards are removed from tools for repairs or adjustment, the tool must be made inoperative.

27.0 Powder Actuated Tools

- Only employees who have been trained and qualified in the operation of the particular tool in use shall be allowed to operate a powder-actuated tool.
- User will possess 'Qualified Operations Cards' issued by a particular manufacturer's authorized dealer or distributor.
- When using the tool it must be held firmly against and perpendicular to the surface into which the fastening device is being driven.
- Never shoot into a blind surface. Take the necessary time to check the other side.
- All powder actuated tools must be tested before use and all defects discovered before or during must be corrected.
- Tools must not be loaded until immediately before use.
- Loaded tools must not be left unattended.
- Keep your hands clear of the muzzle end.
- Never store or use powder actuated tools in explosive atmospheres, or in the vicinity of highly flammable materials.
- When done using a powder actuated tool, unload it and dispose of firing rounds properly, never leave them lying around.

28.0 Air Tools

- Use compressed air only on the job for which it is intended
- Never clean yourself or your clothes with compressed air
- Never blow the air at or against anyone
- Pneumatic power tools shall be secured to the hose in a positive manner to prevent accidental disconnection
- The manufacturer's safe operating pressure for all air tools shall not be exceeded
- Safety clips or retainers shall be securely installed and maintained on pneumatic impact tools to prevent them from being accidentally expelled
- Air hose sections shall be tied together except when quick disconnect from couplers are used to join sections
- Pressure in hose shall be released and tools disconnected from hose before any adjustments or repairs are made
- Air hoses shall be protected from vehicular traffic

29.0 Manual Material Handling

- Do not attempt to lift or move objects beyond your capabilities
- Know your own personal limitations
- Get help with heavy or bulky loads
- Break load into parts if necessary
- When lifting, USE YOUR LEGS. Always bend at the knee, not at the waist
- Hold object close to your body and lift by straightening your legs.
- Keep your back straight
- Set loads down exactly as you lifted them. Bend the knees, keep your back straight, and set the load down gently
- When you need to change direction when carrying an object, do not twist your upper body. Turn with your legs and feet.

30.0 Barricades

- Barricades shall be installed when a hazard exists and removed immediately after completing work activities or when the hazard has been abated.
- Barricades shall be erected to only include the area where the hazard exists and should be coordinated with the area supervision.
- Caution tape (Yellow with black lettering) shall be used to identify a hazard, but will allow personnel to proceed through the area with care.
- Danger tape (Red with black lettering) shall be used to identify a hazard zone where only authorized personnel are allowed to enter.

31.0 Fall Protection

- All employees exposed to falls over 6ft are required to be trained and use proper fall protection.
 - The nature of fall hazards
 - The use and operation of conventional and non-conventional fall protection systems
 - The correct fit, maintenance and use of all (personal) fall arrest system components, as determined by the manufacture(s)
 - Rescue procedures in the event an individual falls

32.0 Finger/Hand/Wrist Safety

- Finger, hand and wrist injuries have three fundamental causes: Carelessness, excessive repetition and lack of proper training. Following are some suggestions on how to increase awareness and avoid accidents.
 - Be aware of potential hazards, such as sharp edges, protruding objects, and 'pinch points'.
 - Report all hazardous conditions to your Supervisor immediately.
 - Inspect equipment/machinery before and after use to make sure it is operating properly.
 - If an equipment/machinery malfunction is noted, report it to your Supervisor immediately.
 - Use hand tools that are suitable for the job.
 - Do not remove guards from any equipment/machinery.
 - Do not ignore what seems to be a minor injury, such as cuts, scrapes, skin inflammation. Report it to your Supervisor immediately.
 - Don't put any part of your body in machinery while it is in operation.

33.0 Lockout / Tagout

- First step is to identify all of a machine's power sources. Power can be supplied by electricity, hydraulic and pneumatic systems, spring energy, and gravity systems.
- Disconnect electricity and release or block stored/residual electricity, block movable parts, release or block spring energy, drain or bleed hydraulic/pneumatic lines, and lower suspended parts to rest positions. Then lock-out all neutralized power source locations.
- Affix to each lock a temporary tag indicating the date and time of the lockout, the reason for the lockout, and the name of each person who has the authority and ability to remove the lock and how each such person can be reached.
- Before beginning any work on a locked out machine, test the machine to make sure it cannot be started in any manner.
- Place all controls back to 'OFF' position, before proceeding with repair or maintenance.
- Upon completion of the repair or maintenance, the same authorized person who installed the lock/tag may remove it. Prior to restarting of the equipment make certain that all other employees are at a safe distance away.
- Remove all tools from the (equipment) machine area, replace any guards that were taken off and restore all energy sources.

34.0 ADDITIONAL LANDSCAPE POWER TOOLS

- Follow instructions and don't take chances. If you don't know, ask
 - 34.1 - 21" Mower PG 31
 - 34.2 – 36" - 48" Walk Behind Mower PG 32
 - 34.3 – Riding Mower PG 33
 - 34.4 – Blade Edger (push type) PG 34
 - 34.5 – Line Trimmer and Blade Edger PG 35
 - 34.6 – Power Blower PG 36
- Employees will not be permitted to endanger themselves or others.

21" MOWER

1. Check before operation

- ☐ check oil level, add if necessary check air filter for debris and proper fit
- ☐ check mowing height
- ☐ check blade to insure it is sharp and tight –disconnect spark plug
- ☐ check grease fittings
- ☐ check fuel and fill

2. Changing the blade

- ☐ on a paved surface tilt mower deck up and block for safety
- ☐ disconnect the spark plug wire
- ☐ use block of wood to wedge blade against deck
- ☐ loosen and remove blade
- ☐ replace blade with properly sharpened blade and check direction of cut
- ☐ tighten nut and check blade for wobble
- ☐ wear gloves while changing blade

3. Fueling

- ☐ no smoking at any time when handling gasoline (Company policy prohibits smoking on any job site or in any Company vehicle)
- ☐ fill the machine before starting, while engine is cold
- ☐ always let engine cool before refilling fuel tank
- ☐ always fill on a hard surface, preferably on concrete or gravel but never on grass
- ☐ always use regular unleaded gasoline, not oil mixed gasoline
- ☐ never fuel machine while running

4. Height adjustment

- ☐ determine proper cutting height (never cut more than 1/3 of the blade length)
- ☐ check and adjust the front and rear wheel adjusters
- ☐ never adjust height while machine is running

5. Safety precautions

- ☐ stop mowing in the presence of pedestrians or animals.
- ☐ watch for people, animals, rocks, debris, sprinkler heads & valve boxes.
- ☐ if you break a sprinkler head tell your foreman so it can be repaired immediately.

6. Mower operation

- ☐ start – handle & choke & pull (if applicable)
- ☐ adjust throttle speed
- ☐ always use a deflector shield or bag, never mow with an open shoot
- ☐ always remove trash or debris before mowing
- ☐ make two perimeter passes with discharge shoot facing inward
- ☐ mow remaining turf area going back and forth
- ☐ overlap each pass by a tire width
- ☐ never adjust or repair equipment while is running.
- ☐ stop – release handle (if applicable) or set speed control to stop.

WALK-BEHIND MOWERS 36" – 48"

1. Check before operation

- ☐ check oil level, add if necessary
- ☐ check mowing height
- ☐ check grease fittings
- ☐ check the blade to insure it is tight and sharp – disconnect spark plug
- ☐ check fuel and fill

2. Changing the blade

- ☐ on a paved surface tilt mower deck up and block for safety
- ☐ disconnect the spark plug wire
- ☐ use block of wood to wedge blade against deck
- ☐ loosen and remove blade
- ☐ replace blade with properly sharpened blade and check direction of cut
- ☐ tighten nut and check blade for wobble
- ☐ wear gloves while changing blade

3. Fueling

- ☐ no smoking at any time when handling gasoline (Company policy prohibits smoking on any job site or in any Company vehicle)
- ☐ fill the machine before starting, while engine is cold
- ☐ always let engine cool before refilling fuel tank
- ☐ always fill on a hard surface, preferably on concrete or gravel but never on grass
- ☐ always use regular unleaded gasoline, not oil mixed gasoline
- ☐ never fuel machine while running

4. Height adjustment

- ☐ determine proper cutting height (never cut more than 1/3 of the blade length)
- ☐ check and adjust the front casters
- ☐ check and adjust blade spacers if necessary
- ☐ check deck adjuster and drive wheels

5. Safety precautions

- ☐ stop mowing in the presence of pedestrians or animals.
- ☐ watch for people, animals, rocks, debris, sprinkler heads & valve boxes.
- ☐ if you break a sprinkler head tell your supervisor so it can be repaired immediately.

6. Mower operation

- ☐ *before Start* - blade clutch must be disengaged / handle up position
- ☐ transmission must be in neutral / DO NOT KICK transmission levers
- ☐ lock left and right levers in park position
- ☐ *engine Start* – choke lever (if applicable) & pull.
- ☐ adjust throttle speed, shift gear to travel.
- ☐ engage blade clutch
- ☐ always use a deflector shield or bag, never mow with an open shoot (if applicable)
- ☐ always remove trash or debris before mowing
- ☐ make two perimeter passes with discharge shoot facing inward
- ☐ mow remaining turf area going back and forth
- ☐ overlap each pass by a tire width
- ☐ *stop engine* – lower throttle speed down (if applicable) turn switch off or push and hold red bottom.
- ☐ *before leaving operator position* – shift transmission to neutral, disengage blade clutch.
- ☐ **keep hands away from pulley belts.**

RIDING MOWER

1. Check before operation

- ☐ check oil level, add if necessary
- ☐ check air filter for debris and proper fit
- ☐ check mowing height
- ☐ check grease fittings
- ☐ check radiator (if equipped)
- ☐ check the blade to insure it is tight and sharp
- ☐ check fuel and fill

2. Changing the blade

- ☐ on a paved surface tilt mower deck up and block for safety
- ☐ disconnect the spark plug wire
- ☐ use block of wood to wedge blade against deck
- ☐ loosen and remove blade
- ☐ replace blade with properly sharpened blade and check direction of cut
- ☐ tighten nut and check blade for wobble
- ☐ wear gloves while changing blade

3. Fueling

- ☐ no smoking at any time when handling gasoline (Company policy prohibits smoking on any job site or in any Company vehicle)
- ☐ fill the machine before starting, while engine is cold
- ☐ always let engine cool before refilling fuel tank
- ☐ always fill on a hard surface, preferably on concrete or gravel but never on grass
- ☐ always use regular unleaded gasoline, not oil mixed gasoline

4. Height adjustment

- ☐ determine proper cutting height (never cut more than 1/3 of the blade length)
- ☐ check and adjust the front casters
- ☐ check and adjust blade spacers if necessary
- ☐ check deck adjuster and drive wheels

5. Safety precautions

- ☐ stop mowing in the presence of pedestrians or animals,
- ☐ careful watch for people, animals, rocks, debris, sprinkler heads & valve boxes.
- ☐ if you break a sprinkler head tell your foreman so it can be repaired immediately.

6. Mower operation

- ☐ always use a deflector shield or bag, never mow with an open shoot
- ☐ always remove trash or debris before mowing
- ☐ make two perimeter passes with discharge shoot facing inward
- ☐ mow remaining turf area going back and forth
- ☐ overlap each pass by a tire width
- ☐ always seat belt or roll over protection

BLADE EDGER (push type)

1. Check before operation

- ☐ check oil level, add if necessary
- ☐ check blade height adjuster
- ☐ check grease fittings
- ☐ check for loose nuts, bolts & safety guards
- ☐ check the blade to insure it is tight and sharp
- ☐ check fuel and fill

2. Changing the blade

- ☐ change blade on a paved surface
- ☐ disconnect the spark plug wire
- ☐ use block of wood to wedge blade or lower and wedge against concrete
- ☐ loosen and remove blade
- ☐ replace blade, tighten nut and check blade for wobble
- ☐ wear gloves while changing blade

3. Fueling

- ☐ no smoking at any time when handling gasoline (Company policy prohibits smoking on any job site or in any Company vehicle)
- ☐ fill the machine before starting, while engine is cold
- ☐ always let engine cool before refilling fuel tank
- ☐ always fill on a hard surface, preferably on concrete or gravel but never on grass
- ☐ always use regular unleaded gasoline, not oil mixed gasoline

4. Height adjustment

- ☐ remember the blade belt engages when the adjustment lever is lowered so never adjust blade before starting edger
- ☐ while machine is running, lower blade into cutting area and adjust 1/8" to 1/4" below soil surface

5. Personal Protective Gear and Safety precautions

- ☐ safety glasses and earplugs are to be worn at all times.
- ☐ stop edging in the presence of pedestrians or animals.
- ☐ watch for people, animals, rocks, debris, sprinkler heads & valve boxes.
- ☐ if you break a sprinkler head tell your foreman so it can be repaired immediately.

6. Edger operation

- ☐ *start* – switch on / off, choke & throttle & pull
- ☐ lower blade into cutting area and walk at a comfortable pace
- ☐ make a clean straight edge – do not lean machine
- ☐ avoid sprinkler heads & valve boxes
- ☐ stop operation when pedestrian traffic is within 20'
- ☐ *stop* – throttle down, switch off.
- ☐ ***do not operate machine without blade guards.***

LINE TRIMMER & BLADE EDGER

1. Check before operation

- ☐ check trimmer line and replace if necessary
- ☐ check for loose nuts, bolts & safety guards
- ☐ check the blade for wear and tightness
- ☐ check fuel and fill with oil mixed gasoline only. (2-cycle engines)

2. Changing the blade

- ☐ change blade on a paved surface
- ☐ disconnect the spark plug wire
- ☐ use block of wood to wedge blade or lower and wedge against concrete
- ☐ loosen and remove blade
- ☐ replace blade, tighten nut and check blade for wobble
- ☐ wear gloves while changing blade

3. Fueling

- ☐ no smoking at any time when handling gasoline (Company policy prohibits smoking on any job site or in any Company vehicle)
- ☐ fill the machine before starting, while engine is cold
- ☐ always let engine cool before refilling fuel tank
- ☐ always fill on a hard surface, preferably on concrete or gravel but never on grass
- ☐ always use regular unleaded gasoline with oil mix for 2-cycle engines

4. Personal Protective Gear and Safety precautions

- ☐ safety glasses and earplugs must be worn at all times.
- ☐ stop edging in the presence of pedestrians or animals.
- ☐ keep careful watch for people, animals, rocks, debris, sprinkler heads & valve boxes.
- ☐ if you break a sprinkler head tell your foreman so it can be repaired immediately.

5. Trimmer operation

- ☐ *start* – Switch to start mode
- ☐ pump gas 2 -3 times
- ☐ choke on & pull & choke off
- ☐ ***never operate without protective guards in place***
- ☐ always trim turf to the same height as the mower
- ☐ make all vertical cuts clean & straight
- ☐ *stop* – switch to stop or released trigger handle. (if applicable)

6. Edger operation

- ☐ never operate without proper PPE
- ☐ lower blade into cutting area and walk at a comfortable pace
- ☐ make a clean straight edge
- ☐ avoid sprinkler heads & valve boxes
- ☐ stop operation when pedestrian traffic is within 20'

POWER BLOWER

1. Check before operation

- ☐ check air filter for debris and proper fit
- ☐ check fan grill for debris
- ☐ check air tubes for leaks, wear and proper fit
- ☐ check for loose nuts, bolts, shoulder straps & safety shields
- ☐ check fuel and fill with oil mixed gasoline only. (2-cycle engines)

2. Fueling

- ☐ no smoking at any time when handling gasoline (Company policy prohibits smoking on any job site or in any Company vehicle)
- ☐ fill the machine before starting, while engine is cold
- ☐ always let engine cool before refilling fuel tank
- ☐ always fill on a hard surface, preferably on concrete or gravel but never on grass
- ☐ always use regular unleaded gasoline with oil mix for 2-cycle engines

3. Personal Protective Gear and Safety precautions

- ☐ safety glasses and earplugs must be worn at all times.
- ☐ be courteous stop blowing in the presence of pedestrians or animals.
- ☐ keep careful watch for pedestrian and vehicle traffic
- ☐ avoid blowing debris at automobiles, pedestrians open doors or windows

4. Blower operation

- ☐ never operate without proper PPE
- ☐ never operate without protective guards in place
- ☐ check area to be cleaned for hazards and debris and pick up first
- ☐ adjust throttle to the lowest appropriate level
- ☐ use a sweeping motion
- ☐ blow excess debris into a pile and pick up for disposal
- ☐ blow grass back onto lawn, never into gutter or into street. (swppp enforcement)
- ☐ blow against doors at a 45 degree angle about 18" from floor so that debris is pushed away from the door not under it.

35.0 Pesticide use, handling and storage policy

- It is required by law that any employee handling pesticides in any way read and signs this company policy on an annual basis indicating that he or she understands and will comply with the following rules.
 - Any person handling chemicals must be trained annually according to State and Federal guidelines.
 - Proper Personal Protective Equipment (i.e. gloves, safety glasses) must be provided to any employee handling chemicals.
 - PPE must be worn at all times, including during the mixing procedures.
 - All containers must be properly labeled.
 - a) The original containers must have the manufacturers' label.
 - b) Service containers must be properly labeled.
 - c) All sprayers regardless of size must have a service container label.
 - d) All trucks must have the register label inside.
 - Chemicals must be stored properly.
 - a) Take only enough chemical needed to do the job for that day.
 - b) Do not store chemicals in the truck. (Inside or in the back)
 - c) Do not leave a service container accessible to unauthorized persons.
 - Emergency medical care information must be available.
 - a) Location of nearest medical facility must be in the truck.
 - All sprayers must be in proper working condition.
 - a) Do not use any sprayer if it leaks or has a faulty nozzle.
 - In an effort to limit the amount of different chemicals, if you have a need for a chemical not normally stocked, the purchase and use must be approved in advance.

36.0 Written Hazard Communication Program

It is the policy of FLOW LANDSCAPE that the first consideration in the performance of work shall be the safety and health of all employees. The Company has developed a Hazard Communication Program to ensure that all employees receive adequate information relevant to the possible hazards that may be involved with the various hazardous substances used in the Company's operations. The following program outlines how this objective will be accomplished.

SCOPE

This program covers all potential workplace exposures involving hazardous substances as defined by federal, state and local regulations.

HAZARD DETERMINATION

The Company does not intend to evaluate any of the hazardous substances purchased from suppliers and/or manufacturers but have chosen to rely upon the evaluation performed by the suppliers or by the manufacturers of the substances to satisfy the requirements for hazard determination.

CONTAINER LABELING

No container or hazardous substances will be released for use unless the container is correctly labeled and the label is legible. All chemicals in bags, drums, barrels, bottles, boxes, cans, cylinders, reaction vessels, storage tanks, or the like will be checked to ensure the manufacturer's label is intact, is legible, and has not been damaged in any manner during shipment. Any containers found to have damaged labels will be quarantined until a new label has been installed.

The label must contain the chemical name of the contents, the appropriate hazard warnings, and the name and address of the manufacturer, and any other information required.

All secondary containers shall be labeled. The information must include details of all chemicals that are in the referenced container.

SAFETY DATA SHEETS (SDS)

Safety Data Sheets are available to all employees, at all times.

The Regional Safety Manager will be responsible for reviewing all incoming SDS's for new and significant health/safety information (the Company will ensure that any new information is passed on to the employees involved).

The Regional Safety Manager will review all incoming SDS's for completeness. If any SDS is missing or incomplete, a new SDS will be requested from the manufacturer or distributor.

OSHA is to be notified if the manufacturer or distributor will not supply the SDS or if it is not received after 30 days from request. Any new information will be passed on to employees involved.

New materials will not be introduced into the work area until an SDS has been received. The purchasing department will make it an ongoing part of its function to obtain SDS's for all new materials when they are first ordered.

The Regional Safety Manager shall coordinate with appropriate departments to make sure all SDS's are obtained, distributed and communicated.

LIST OF HAZARDOUS SUBSTANCES

The Company shall compile, annually review, and update as necessary a complete inventory of all substances present in a facility, or jobsite. This inventory list will summarize all hazardous substances included in the current SDS book. The name of those materials determined to be hazardous are as defined in applicable federal and state standards.

Proposition 65 list of chemicals

The Regional Safety Manager is responsible for obtaining updates of Proposition 65 listed chemicals and providing new information to affected employees. In the case of newly added chemicals to the Proposition 65 list, warning requirements take effect 12 months from the date of listing.

EMPLOYEE INFORMATION AND TRAINING

All employees shall attend an orientation meeting for information and training on the following items prior to starting work with hazardous substances; a training checklist shall be completed and kept on file;

An overview of the requirements of the Hazard Communication Standard, including their rights under this regulation shall be explained;

Information on where hazardous substances are present in their work areas;

information regarding the use of hazardous substances in their specific work areas;

the location and availability of the written hazard communication program; a copy of the program will be given to all employees during the orientation meeting; subsequent to this, the program will be made available to all employees;

the physical and health aspects of the substances in use;

methods and observation techniques used to determine the presence or release of hazardous substances in the work area;

the controls, work practices and personal protective equipment that is available for protection against possible exposure;

emergency and first aid procedures to follow if employees are exposed to hazardous substances;

how to read labels and material safety data sheets to obtain the appropriate hazard information;

refresher training shall be conducted annually.

It is most important that all employees understand the information given in the orientation meetings. Questions regarding this information should be directed to the Regional Safety Manager.

When new substances are introduced into the workplace the Regional Safety Manager will review the above items with all affected employees as they are related to the new materials. An Acknowledgment Statement is to be completed by each employee receiving this information and training.

NON-ROUTINE TASKS

Employees may from time-to-time be required to perform non-routine tasks that involve the use of hazardous substances. Prior to starting work on such projects, each affected employee will be provided information and/or training about the potential hazards to which they may be exposed during such an activity.

This information will include:

The potential hazard(s);

Protective/safety measures that must be utilized;

Measures the Company has taken to mitigate the hazards, including special ventilation, respirators, the presence of another employee, and emergency procedures.

SPILL CONTROL & SPILL PREVENTION

- In the event of a chemical spill, the employee(s) who caused the spill must report it to his/her Supervisor immediately. Improper clean-up of a chemical spill may result in injury, illness, fire, a release to the environment, or property damage.
- Review Safety Data Sheets or other references for recommended spill clean-up methods and materials, and the need for personal protective equipment (e.g., respirators, gloves, etc.).
- Place spill control materials in a readily accessible location, close to the areas where chemicals are used or stored

MULTI-EMPLOYER WORKSITES

To ensure that outside contractors work safely on Company jobsites and to protect the Company's employees from chemicals used by outside contractors, the Supervisor is responsible for coordinating the following information from contractors:

Hazardous substances, including Proposition 65 chemicals, to which they may be exposed while on the job site as well as substances they will be bringing into the workplace (to this end, the Company will provide outside contractors with information on our labeling system and access to SDS's.); precautions and protective measures the employees may take to minimize the possibility of exposure.

PLAN ADMINISTRATION:

The Regional Safety Manager will monitor the Hazard Communication Program.



4724 Golden Ridge Dr
Corona, CA 92880

HEAT ILLNESS PREVENTION PROGRAM

The following designated person has the authority and responsibility for implementing the provisions of this program at this worksite:

Name: _____

Title: _____

Phone Number: _____

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12.0 OVERVIEW

California Employers with any outdoor places of employment must comply with the Heat Illness Prevention Standard Title 8, California Code of Regulations (CCR), Section 3395. Flow Landscape Companies, Inc. has developed this Heat Illness Prevention Program to reduce the potential for heat illnesses by making employees aware of heat illness, methods to prevent heat illness, and actions to take if symptoms occur. This program applies to the control of risk occurrence of heat illness and applies to all outdoor places of employment and other work environments when the environmental risk factors for heat illness are present.

The procedures in this program do not supersede or replace Title 8, CCR 3203 Injury and Illness Prevention Program (IIPP), but provides guidance to employers and employees that can minimize exposures to heat related illness.

13.0 DEFINITIONS

“Acclimatization” means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.

“Heat Illness” means a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat exhaustion, heat syncope and heat stroke.

“Environmental risk factors for heat illness” means working conditions that create the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees.

“Personal risk factors for heat illness” means factors such as an individual's age, degree of acclimatization, health, water consumption, alcohol consumption, caffeine consumption, and use of prescription medications that affect the body's water retention or other physiological responses to heat.

“Shade” means blockage of direct sunlight. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight. Shade is not adequate when heat in the area of shade defeats the purpose of shade, which is to allow the body to cool. For example, a car sitting in the sun does not provide acceptable shade to a person inside it, unless the car is running with air conditioning. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions.

“Temperature” means the dry bulb temperature in degrees Fahrenheit obtainable by using a thermometer to measure the outdoor temperature in an area where there is no shade. While the temperature measurement must be taken in an area with full sunlight, the bulb or sensor of the thermometer should be shielded while taking the measurement, e.g., with the hand or some other object, from direct contact by sunlight.

14.0 RESPONSIBILITY

14.1 Director of Safety and Risk Management

- ☐ Develop a written program which complies with the requirements of Title 8, CCR, Section 3395.
- ☐ Ensuring that all Managers, Supervisors, Foremen, and Division Safety Managers are trained on heat illness prevention procedures and responsibilities
- ☐ Assist with providing training tools to all potential employees who may be impacted and their supervisors on the risks and prevention of heat illness, including how to recognize symptoms and respond when they appear.
- ☐ Ensuring that the requirements in this document are followed.

14.2 Division Presidents, Managers, Supervisors and Foremen are Responsible for:

- ☐ Identifying all employees who are required to work outdoors or in other environments where potential heat illness could occur and identify
- ☐ Assuring that adequate water, shade, and necessary rest breaks are available when the environmental risk factors for heat stress are present.
- ☐ Ensuring that all affected employees are trained on heat illness prevention.
- ☐ Ensuring that the requirements in this document are followed.

14.3 Division Safety Manager

- ☐ Ensuring that all Division Managers, Supervisors, and Foremen are trained on heat illness prevention procedures and responsibilities
- ☐ Assist with providing training tools to all potential employees who may be impacted and their supervisors on the risks and prevention of heat illness, including how to recognize symptoms and respond when they appear.
- ☐ Ensuring that the requirements in this document are followed.

14.4 Affected Employees are Responsible for:

- ☐ Complying with the provisions of the Heat Illness Prevention Program, as described in this document and in the training sessions they attend.
- ☐ Ensuring that they have the appropriate amount of drinking water available at all times when the environmental risk factors for heat illness are present.
- ☐ Ensuring they have access to a shaded area to prevent or recover from heat related symptoms.

15.0 PROGRAM REQUIREMENTS

The elements reflected within this Heat Illness Prevention Program are those contained in Title 8 CCR, Section 3395 and consist of the following:

- ☐ Access to Water
- ☐ Access to Shade
- ☐ Weather Monitoring
- ☐ High Heat Procedures
- ☐ Acclimatization
- ☐ Emergency Response
- Training – Supervisors and employees

15.1 Access to Water

Employees who may be subjected to direct sunlight and environmental risk factors for heat illness will be provided with access to adequate water. Guidelines suggest employees drink one quart of water or more per hour when in the heat. The Cal-OSHA regulation indicates water must be provided in sufficient quantity at the beginning of the

work shift to provide one quart per employee per hour, although the employer may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the shift to allow employees to drink one quart or more per hour. Further, our training will encourage employees to frequently drink water. The following procedures will be taken to encourage employees to frequently drink water:

- Water must be “fresh, pure, suitable cool” and located as close as practical to where employees are working.
- Drinking water containers (5 gallon) will be brought to the site, so that at least two quarts per employee are available at the start of the shift. All workers whether working individually or in smaller crews, will have access to drinking water.
 - Crew size: 1-9 employees will have at least one 5 gallon container
 - Crew size: 10-15 employees will have at least two 5 gallon containers
 - Crew size: 15-20 employees will have at least three 5 gallon containers
 - Crew size 21+ employees, contact Division Safety Manager.
- Paper cone rims or bags of disposable cups and the necessary cup dispensers will be made available to workers and will be kept clean until used.
- Provide immediate waste containers present at the water supply locations.
- As part of the Effective Replenishment Procedures, the water level of all containers will be checked periodically (every hour), and more frequently when the temperature rises. Water containers will be refilled with fresh, pure, cool water, when the water level within a container drops below 50 percent. Additional water will be provided, to replace water as needed.
- When temperatures equals or exceeds 95°F water cooler containers shall be filled with ice to keep water cool.
- Water containers will be placed as close as possible to the workers (given the working conditions and layout of the worksite), to encourage the frequent drinking of water.
- Water containers will be relocated to follow along with the crew, so drinking water will remain readily accessible.
- Water containers will be kept in sanitary condition.

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- Daily, workers will be reminded of the location of the water coolers and of the importance of drinking water frequently. When the temperature exceeds or is expected to equal or exceed 80°F, brief 'tailgate' meetings will be held each morning to review with employees the importance of drinking water, the number and schedule of water and rest breaks and the signs and symptoms of heat illness.
 - When the temperature equals or exceeds 95°F, the number of water breaks will be increased, and workers will be reminded throughout the work shift to drink water.
 - During employee training and tailgate meetings, the importance of frequent drinking of water will be stressed.

16.0 ACCESS TO SHADE

Employees suffering from heat illness or believing a preventative recovery period is needed will be provided access to an area with shade that is either open to the air or provided ventilation or cooling for a period of no less than 5 minutes. To ensure employees have access to adequate and proper shade the following procedures shall be followed:

- Shade structures will be opened and placed as close as practical to the workers, when the temperature equals or exceeds 80°F. When the temperature is below 80°F, access to shade will be provided promptly, when requested by an employee.
 - Enough shade structures will be available at the site, to accommodate all employees on the shift at any one time.
 - Crew size: 1-6 employees will have access to at least one shade canopy (10x10), when no other shade structures have been identified.
 - Crew size: 7-12 employees will have access to at least two shade canopies (10x10), when no other shade structures have been identified.
 - Crew size: 13+ employees, contact Division Safety Manager
 - Workers will be allowed and encouraged to take a cool-down rest in the shade for a period of no less than five minutes when they feel the need to do so to protect themselves from overheating. Such access to shade shall be permitted at all times. Employee must notify their Foreman of their condition. Employee will be informed of the location of the shade structures.
 - Employees taking "preventative cool-down rest" must be monitored for symptoms of heat illness, encouraged to remain in the shade and not ordered back to work until symptoms are gone.
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- If an office trailer with air conditioning is on site, it may be designated and used by employees as a recognized shade structure.
 - Employees with heat illness symptoms must be provided appropriate first aid or emergency response.
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- Shade structures will be relocated to follow along with the crew and they will be placed as close as practical to the employees, so that access to shade is provided at all times.
 - The shaded area must be as close as practical to the area where employees are working, but no more than a 2.5 minute walk away.
 - In situations where trees or other vegetation are used to provide shade, the thickness and shape of the shaded area will be evaluated, before assuming that sufficient shadow is being cast to protect employees.
 - Trees and dense vines can provide shade that is superior to artificially provided shade and are accepted as compliant sources of shade if the following conditions are met. First, that the canopy of the trees or vines must be sufficiently dense to provide substantially complete blockage of direct sunlight. Second that the vines or branches from the trees must not be so low to the ground that employees must crouch or cannot sit up straight without contacting vegetation.
 - Flecks of sunlight are acceptable as long as, overall, the shade provides substantially complete blockage of sunlight. Where trees or other vegetation are used to provide shade, the thickness and shape of the canopy must, given the changing angles of the sun, result in a sufficient shadow being cast to protect employees from the sun during the entire shift.

17.0 MONITOR THE WEATHER

The Superintendents and Division Safety Managers will check in advance the extended weather forecast. Weather forecasts will be checked with the aid of the internet (<http://www.nws.noaa.gov/>), or by calling the National Weather Service phone numbers (see CA numbers below) or by checking the Weather Channel TV Network. The work schedule will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected.

CALIFORNIA Dial-A-Forecast

- Los Angeles 805-988-6610 (#1)
 - Sacramento 916-979-3051
 - San Diego 619-297-2107 (#1)
 - San Francisco 831-656-1725 (#1)
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- Prior to each workday, the supervisor will monitor the weather, and once the temperature exceeds 80°F, shade structures will be opened and made available to the workers. In addition, when the temperature equals or exceeds 95°F, additional preventive measures such as the High Heat Procedures will be implemented.
 - Post extended weather forecast on jobsite bulletin board and communicate to workers daily weather condition and the heat illness prevention measures that will be implemented

18.0 HIGH HEAT PROCEDURES

High Heat Procedures are additional preventive measures that Flow Landscape Companies, Inc. will use when the temperature equals or exceeds 95°F. To reduce the risk of heat-related illness and respond to possible symptoms of heat-related, Flow Landscape Companies, Inc. will ensure that the following measures will be taken:

- ☐ During a heat wave or heat spike, and before starting work, tailgate meetings will be held, to review the company heat illness prevention procedures, the weather forecast and emergency response. In addition workers will be provided with an increased number of water and minimal 10-minute cool down period every two hours and will be observed closely for signs and symptoms of heat illness.
- ☐ Employees will be observed for alertness and signs and symptoms of heat illness. When the supervisor is not available, an alternate responsible person may be assigned, to look for signs and symptoms of heat illness. Such a designated observer will be trained and know what steps to take if heat illness occurs.
- ☐ Employees will be reminded throughout the work shift to drink plenty of water.
- ☐ New employees will be closely supervised for the first 14 days of the employment (unless the employee indicates at the time of hire that he or she has been doing similar outdoor work for at least 10 of the past 30 days for four or more hours per day).

19.0 ACCLIMATIZATION

Acclimatization is the temporary and gradual physiological change in the body that occurs when the environmentally induced heat load to which the body is accustomed is significantly and suddenly exceeded by sudden environmental changes. In more common terms, the body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when a heat wave strikes or when starting a new job that exposes the employee to heat to which the employee's body hasn't yet adjusted.

Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress.

- The weather will be monitored daily. The supervisor will be on the lookout for sudden heat wave(s), or increases in temperatures to which employees haven't been exposed to for several weeks or longer.
- ☐ The supervisor, lead and employees will be extra-vigilant with new employees and stay alert to the presence of heat related symptoms.
- ☐ During a heat wave, all employees will be observed closely to be on the lookout for possible symptoms of heat illness.
- ☐ Employees and supervisors will be trained on the importance of acclimatization, how it is developed and how Flow Landscape Companies, Inc. procedures address it.

20.0 EMERGENCY PROCEDURES

To ensure that emergency medical services are provided without delay, Flow Landscape Companies, Inc. will ensure that the following measures will be taken:

- ☐ Prior to assigning a crew to a particular worksite, workers and the foreman will be provided a map of the site, along with clear and precise directions (such as streets or road names, distinguishing features and distances to major roads), to avoid a delay of emergency medical services.
 - ☐ Prior to assigning a crew to a particular worksite, efforts will be made to ensure that a qualified and appropriately trained and equipped person is available at the site to render first aid if necessary.
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- ❑ Prior to the start of the shift, a determination will be made of whether or not a language barrier is present at the site and steps will be taken (such as assigning the responsibility to call emergency medical services to the foreman or an English speaking worker) to ensure that emergency medical services can be immediately called in the event of an emergency.
 - ❑ All foremen and supervisors will carry cell phones or other means of communication, to ensure that emergency medical services can be called. Checks will be made to ensure that these electronic devices are functional prior to each shift.
 - ❑ When an employee is showing symptoms of possible heat illness, steps will be taken immediately to keep the stricken employee cool and comfortable once emergency service responders have been called (to reduce the progression to more serious illness).
 - ❑ At remote locations the supervisor will designate an employee or employees to physically go to the nearest road or highway where emergency responders can see them. If daylight is diminished, the designated employee(s) shall be given reflective vest in order to direct emergency personnel to the location of the worksite, which may not be visible from the road or highway.
 - ❑ During a heat wave or hot temperatures, workers will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.
 - ❑ Employees and supervisors training will include every detail of these written emergency procedures.

21.0 HANDLING OF SICK EMPLOYEES

Emergency service providers (call 911) and Division Safety Manager will be called immediately if an employee displays signs or symptoms of heat illness (loss of consciousness, incoherent speech, convulsions, red and hot face), does not look OK or does not get better after drinking cool water and resting in the shade.

- ☐ While the ambulance is in route, first aid will be initiated (cool the worker: place the worker in the shade, remove excess layers of clothing, place ice pack in the armpits and join area and fan the victim).
- ☐ Do not let a sick worker leave the site, as they can get lost or die before reaching a hospital.

22.0 TRAINING

In accordance with T8 CCR 3395 standard, Flow Landscape will provide the appropriate training of both supervisory and non-supervisory personnel. The following are the critical points that will be covered:

22.1 Supervisors and Employees

- Supervisors will be trained prior to being assigned to supervise other workers. Training will include Flow Landscape's written procedures and the steps supervisors will follow when employees' exhibit symptoms consistent with heat illness.
- Supervisors will be trained on how to track the weather at the job site. Supervisors will be instructed on, how weather information will be used to increase number of water and rest breaks or cease work early if necessary.
- All employees and supervisors will be trained prior to working outside. Training will include the Flow Landscape 's written prevention procedures, such as:
 - The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties
 - The importance of acclimatization
 - The different types of heat illness and the common signs and symptoms of heat illness
 - The importance for employees to immediately report to the supervisor symptoms or signs of heat illness in themselves, or in co-workers
 - The employer's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary
 - Employees will be trained on the steps that will be followed for contacting emergency medical services, including how they are to proceed when there are non-English speaking workers, how clear and precise directions to the site will be provided and the importance of making visual contact with emergency responders at the nearest road or landmark to direct them to their worksite.
- When the temperature exceeds 80°F, short 'tailgate' meetings will be held to review the weather report, to reinforce heat illness prevention with all workers, to

provide reminders to drink water frequently, to inform them that shade can be made available upon request and to remind them to be on the lookout for signs and symptoms of heat illness.

- ☐ New employees will be closely supervised to ensure that they understand the training and follow company procedures.

22.2 Subcontractors

- Obtain a copy of subcontractor Heat Illness Prevention Program and keep a copy in the jobsite office trailer
- Confirm all subcontractor employees on-site are trained in heat illness prevention and keep copies of training records in the jobsite office trailer
- Make sure all subcontractors attend the daily production/safety meetings and are brief on heat illness prevention procedures.
- Make sure all subcontractors maintain adequate supply of cool water for their employees and provide shaded areas and shading devices for employees as needed.

23.0 ADDITIONAL RESOURCES

For additional information on preventing heat related illness, please visit the Division of Occupational Safety and Health Heat Illness Prevention website <http://www.dir.ca.gov/DOSH/HeatIllnessInfo.html>, or contact Flow Landscape Director of Safety and Risk Management at (714) 900-7865, or by email: safety@flowlandscape.com