



## **Enforcement of Safety Policies**

The compliance of all employees with Sun Country Landscapes Safety Manual and IIPP is mandatory and is a condition of employment.

The following programs will be utilized to ensure employee compliance with the safety program and all safety rules.

- Training programs
- Retraining
- Disciplinary action
- Optional safety incentive programs

### Training Programs

The importance of safe work practices and the consequences of failing to abide by safety rules will be covered in the New Employee Safety Orientation and at tailgate and toolbox safety meetings. This will help ensure that all employees understand and abide by Sun Country Landscape, Inc. safety policies.

### Retraining

Employees that are observed performing unsafe acts or not following proper procedures or rules will be retrained by their supervisor. A Safety Contact Report may be completed by the supervisor to document the training. If multiple employees are involved, additional safety meetings will be held.

### Safety Incentive Programs

Although strict adherence to safety policies and procedures is required of all employees, the company may choose to periodically provide recognition of safety-conscious employees and job sites without accidents through a safety incentive program.

### Disciplinary Action:

The failure of an employee to adhere to safety policies and procedures established by Sun Country Landscape, Inc. can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and well being of the employee committing the unsafe act but can also affect the safety of his/her coworkers and customers. Accordingly, any employee who violates any of the company's safety policies will be subject to disciplinary action.

Note: Failure to promptly report any on-the-job accident or injury, on the same day as occurrence, is considered a serious violation of the Company's Code of Safe Practices. Any employee who fails to immediately report a work-related accident or injury, no matter how minor shall be subject to disciplinary action.

Employees will be disciplined for infractions of safety rules and unsafe work practices that are observed, not just those that result in an injury. Often, when an injury occurs, the accident investigation may reveal that the injury was caused because the employee violated an established safety rule and/or safe work practice(s). In any disciplinary action, the supervisor should be cautious that discipline is given to the employee for safety violations, and not simply because the employee was injured on the job or filed a Workers' Compensation claim.

Violations of safety rules and the Code of Safe Practices are to be considered equal to violations of other company policy. Discipline for safety violations will be administered in a manner that is consistent with Sun Country Landscape, Inc. system of progressive discipline. If, after training, violations occur, disciplinary action will be taken as follows:

1. Verbal warning. Document it, including date and facts on the "Safety Contact Report" form. Add any pertinent witness statements. Restate the policy and correct practice(s).
2. Written warning. Retrain as to correct procedure/practice.
3. Written warning with suspension.
4. Termination

As in all disciplinary actions, each situation is to be carefully evaluated and investigated. The particular step taken in the disciplinary process will depend on the severity of the violation, employee history, and regard to safety. Supervisors should consult with the office if there is any question about whether or not disciplinary action is justified. Employees may be terminated immediately for willful or extremely serious violations. Union employees are entitled to the grievance process specified by their contract.

## **Hazard Identification and Evaluation**

To assist in the identification and correction of hazards, Sun Country Landscape, Inc. has developed the following procedures. These procedures are representative only and are not exhaustive of all the measures and methods that will be implemented to guard against injury from recognized hazards in the workplace. As new hazards are identified or improved work procedures developed, they will be promptly incorporated into our Safety Manual. The following methods will be utilized to identify hazards in the workplace:

- Analysis of accidents to identify trends
- Accident investigations
- Employee observations
- Employee suggestions
- Regulatory requirements for our industry
- Outside agencies such as the fire department and insurance carriers
- Periodic safety inspections

### Loss Analysis

Periodic loss analyses will be conducted by Todd Downen. These will help identify areas of concern and potential job hazards. The results of these analyses will be communicated to management, supervision, and employees through safety meetings and other appropriate means.

### Accident Investigations

All accidents and injuries will be investigated in accordance with the guidelines contained in this program. Accident investigations will focus on all causal factors and corrective action including the identification and correction of hazards that may have contributed to the accident.

### Employee Observation

Supervisors will continually observe employees for unsafe actions; and take corrective action as necessary.

### Employee Suggestions

Employees are encouraged to report any hazard they observe to their supervisor. No employee of Sun Country Landscape, Inc. is to ever be disciplined or discharged for reporting any workplace hazard or unsafe condition. However, employees who do NOT report potential hazards or unsafe conditions that they are aware of will be subject to disciplinary action.

### Regulatory Requirements

All industries are subject to government regulations relating to safety. Many of these regulations are specific to our type of business. Copies of pertinent regulations can be obtained from the Safety Coordinator.

### Outside Agency

Several organizations will assist us in identifying hazards in our workplace. These include safety officers from other contractors, insurance carrier safety and health consultants, private industry consultants, the fire department, Cal/OSHA Consultation, and the California Department of Pesticide Regulation.

### Periodic Safety Inspections

Periodic safety inspections ensure that physical and mechanical hazards are under control and identify situations that may become potentially hazardous. Inspections shall include a review of the work habits of employees in all work areas. These inspections will be conducted by the Supervisor, Safety Coordinator or other designated individual.

Periodic safety inspections will be conducted:

- Before any work commences at the site by the supervisor.
- Daily by the supervisor on all sites.
- When new substances, process, procedures or equipment are used.
- When new or previously unrecognized hazards are identified.
- Periodically by the supervisor at various job sites.
- Periodically by the safety coordinator at various job sites.

These inspections will focus on both unsafe employee actions as well as unsafe conditions. The following is a partial list of items to be checked.

- The proper use of fall protection.
- The proper use, condition, maintenance and grounding of all electrically operated equipment.
- The proper use, condition, and maintenance of safeguards for all power-driven equipment.
- Compliance with the Code of Safe Practices.
- Proper disposal of pesticides and containers.
- Types of chemicals on hand
- Methods of storing chemicals (cool, well-ventilated area accessible only to authorized personnel)
- Proper labeling of chemicals, pesticides, and insecticides
- Housekeeping and personal protective equipment.
- Provision of first aid equipment and emergency medical services.

Any and all hazards identified will be corrected as soon as practical in accordance with the Sun Country Landscape, Inc. hazard correction policy.

If imminent or life threatening hazards are identified, which cannot be immediately corrected, all employees must be removed from the area, except those with special training required to correct the hazard, who will be provided necessary safeguards.

#### Documentation of Inspections

Safety inspections will be documented to include the following:

- Date on which the inspection was performed.
- The name and title of person who performed the inspection.
- Any hazardous conditions noted or discovered and the steps or procedures taken to correct them.
- Signature of the person who performed the inspection.

One copy of the completed form should be sent to the office. All reports shall be kept on file for a minimum of two (2) years.

## **Hazardous Materials and Chemicals Hazard Communication Program**

### Introduction

It is the policy of Sun Country Landscape, Inc. that the first consideration of work shall be the protection of the safety and health of all employees. We have developed this Hazard Communication Program to ensure that all employees receive adequate information about the possible hazards that may result from the various pesticides, insecticides, fertilizers, and other materials used in our operations. This Hazard Communication Program will be monitored by Todd Downen and Leo Sotelo who will be responsible for ensuring that all facets of the program are carried out, and that the program is effective.

Our program consists of the following elements:

1. Hazardous material inventory.
2. Collection and maintenance of Material Safety Data Sheets.
3. Container labeling.
4. Employee training.

The following items are not required to be included in the program and are therefore omitted:

- Foods, drugs, cosmetics or tobacco.
- Untreated wood products.
- Hazardous waste.
- Consumer products packaged for sale to and use by the general public, provided that our exposure is not significantly greater than typical consumer exposure.

### Hazardous Material Inventory

Todd Downen, Mark Bais and Susana Gallegos maintains a list of all hazardous materials used in our operations. This list contains the name of the product, the type of product (insecticide, pesticide, etc.) and the name and address of the manufacturer.

### Material Safety Data Sheets (MSDS)

Copies of MSDS for all hazardous substances to which our employees may be exposed will be kept in a binder in the office at Sun Country Landscape, Inc. 2136 W Melinda Ln, Phoenix, AZ 85027. These MSDS are available to all employees, at all times, upon request. Copies of the most commonly used products will also be kept by the supervisors at the job site or in their vehicles.

Susana Gallegos will be responsible for reviewing incoming MSDS for new and significant health/safety information. They will ensure that any new information is passed on to the affected employees.

Susana Gallegos will also review all incoming MSDS for completeness. If an MSDS is missing or obviously incomplete, a new MSDS will be requested from the manufacturer. CAL/OSHA will be notified if a complete MSDS is not received and the manufacturer will not supply one.

New materials will not be introduced into the shop or field until a MSDS has been received. The purchasing department will make it an ongoing part of their function to obtain MSDS for all new materials when they are first ordered.

### Container Labeling

No container of hazardous substances will be used unless the container is correctly labeled and the label is legible.

All chemicals in cans, bags, drums, pails, etc., will be checked by the receiving department 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 held until a new label has been installed. New labels will be obtained from the manufacturer.

The label must contain:

- The chemical name of the contents.
- The appropriate hazard warnings.
- The name and address of the manufacturer.

All secondary containers will be labeled as to their contents with a reference to the original label.

### Employee Information and Training

All employees will be provided information and training on the following items through the Sun Country Landscape, Inc. safety training program and prior to starting work with hazardous substances:

1. An overview of the requirements of the Hazard Communication Standard, including their rights under this regulation.
2. Information regarding the use of hazardous substances in their specific work areas.
3. The location and availability of the written hazard communication program. The program will be available from the supervisor and Mark Bais.
4. The physical and health hazards of the hazardous substances in use.
5. Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
6. The controls, work practices and personal protective equipment which are available for protection against possible exposure.

7. Emergency and first aid procedures to follow if employees are exposed to hazardous substances.
8. Ways of detoxifying spills or leaks of pesticides and other chemicals, including use of absorptive clay, hydrated lime or sodium hypochlorite.
9. How to read labels and material safety data sheets to obtain the appropriate hazard information.

### Hazardous Non-Routine Tasks

Infrequently, employees may be required to perform hazardous non-routine tasks. Prior to starting this work, each involved employee will be given information by his/her supervisor about hazards to which they may be exposed during such activity.

This information will include:

- The specific hazards.
- Protective/safety measures which must be utilized.
- The measures the company has taken to lessen the hazards, including special ventilation, respirators, the presence of another employee, emergency procedures, etc.

### Informing Contractors

To ensure that other contractors are not exposed to our hazardous materials, and to ensure the safety of the contractor's employees, it will be the responsibility of the Supervisor to provide other contractors the following information:

- The hazardous substances under our control that they may be exposed to while at the site.
- Precautions the contractor's employees must take to lessen the possibility of exposure.

We will obtain from outside contractors the name of any hazardous substances the contractor's employees may be using at a job site or bringing into our facility. The contractor must also supply a copy of the material safety data sheet relevant to these materials.

### Employee Rights under the Hazard Communication Standard

At any time, an employee has the right to:

- Access the MSDS folder, and the Hazard Communication Program.
- Receive a copy of any environmental sampling data collected in the workplace.
- See their employment medical records upon request.

## **Fleet & Driving Safety**

Motor vehicle accidents are the third leading cause of fatalities in the landscaping industry. Sun Country Landscape, Inc. has established the following guidelines and procedures for our drivers and vehicles to protect the safety of individuals operating any motor vehicle on company business. Protecting our employee drivers and the public is of the highest priority. The commitment of management and employees is critical to the success of this program. Clear communication of, and strict adherence to, the program's guidelines and procedures are essential.

Our primary goal is to maintain a high level of safety awareness and foster responsible driving behavior. Driver safety awareness and responsible driving behavior will significantly decrease the frequency of motor vehicle accidents and reduce the severity of personal injuries and property damage.

Drivers must follow the requirements outlined in this program. Violations of this program may result in disciplinary action up to, and including, suspension of driving privileges or dismissal.

Our program consists of the following elements:

- Driver selection
- Driver training
- Vehicle use policy
- Vehicle inspection & preventive maintenance
- Accident investigation

### Driver Selection

Only company authorized and assigned employees are allowed to drive company vehicles at any time. Prior to being authorized and assigned, Sun Country Landscape, Inc. will check the following items. Drivers must have:

- A valid un-restricted drivers license.
- A current MVR driving record with no more than 2 points and no serious or major violations.

Sun Country Landscape, Inc. will also check driving records of all employees authorized to drive on company business on an annual basis.

Employees that do not meet these requirements are not authorized or allowed to drive company vehicles or drive their own vehicle on company business.

### Driver Training

All employees driving company vehicles, and personal vehicles on company business, will be given a copy of the Driving Safety Rules and Company Vehicle Use Policy and required to read and sign for them. Safe driving will also be periodically covered at company safety meetings.

### Company Vehicle Use Policy

Sun Country Landscape, Inc. has established the following policies pertaining to company vehicles:

1. Personal and off duty use of Sun Country Landscape, Inc. vehicles is prohibited.
2. Only authorized employees may drive Sun Country Landscape, Inc. vehicles. These vehicles may include pickups, dump trucks, tractor trailers, all-purpose trailers, bulldozers, and trailers with permanently mounted equipment. They may also include garden tractors with tilling, scraper, excavating and pesticide dispenser attachments.
3. No employee is permitted to drive Sun Country Landscape, Inc. vehicles while impaired by alcohol, illegal or prescription drugs, or over the counter medications.
4. All accidents involving Sun Country Landscape, Inc. vehicles must be reported to the office immediately.
5. Employees with two or more preventable accidents in a three year period, or that obtain three points on their driving record, will be subject to a loss of their driving privileges or have their driving privileges restricted.

### Vehicle Inspection & Preventive Maintenance

All Sun Country Landscape, Inc. vehicles must be inspected by the driver prior to each use. Mechanical defects will be repaired immediately. Todd Downen, Arturo Ceballos and Susana Gallegos will periodically spot check company vehicles to determine their condition.

Vehicle inspections will include:

- Lights
- Turn signals
- Emergency flashers
- Tires
- Horn
- Brakes
- Fluids
- Windshield condition and wiper condition
- Mirrors

All vehicles will also be maintained in accordance with the manufacturers' recommendations. It is the responsibility of the individual assigned the vehicle to ensure proper maintenance and repairs are performed. If your vehicle is not safe, do not drive.

### Accident Investigation

All accidents in Sun Country Landscape, Inc. vehicles will be investigated by Susana Gallegos (Safety Officer) or Todd Downen. Where possible, witnesses' statements will be obtained and photos used to document the scene of the accident and the damage. Police reports will also be obtained whenever possible. The following guidelines will be used to help determine preventability.

#### Auto Accident Preventability Guide

This guide will assist in determining whether our driver could have prevented the accident. An accident is preventable if the driver could have done something to avoid it. Drivers are expected to drive defensively. Which driver was primarily at fault, which received a traffic citation, or whether a claim was paid has no bearing on preventability. If there was anything our driver could have done to avoid the collision, then the accident was preventable.

An accident was non preventable when the vehicle was legally and properly parked, or when properly stopped because of a highway patrol officer, a signal, stop sign, or traffic condition. When judging accident preventability, here are some general questions to consider:

1. Does the investigation indicate that the driver considers the rights of others, or is there evidence of poor driving habits which need to be changed?
2. Does the investigation indicate driver awareness? Such phrases as "I did not see," "I didn't think," "I didn't expect," or "I thought" are signals indicating there probably was a lack of awareness, and the accident was preventable. An aware driver should think, expect, and see hazardous situations in time to avoid collisions.
3. Was the driver under any physical stresses that could have been contributory? Did the accident happen near the end of a long day or long drive? Did overeating contribute to fatigue? Did the driver get prior sufficient sleep? Is the driver's vision faulty? Was the driver feeling ill?
4. Was the vehicle defective without the driver's knowledge? Was a pre-trip inspection done, and would it have discovered the defect? A car which pulls to the left or right when the driver applies the brakes, faulty windshield wipers, and similar items are excuses, and a driver using them is trying to evade responsibility. Sudden brake failure, loss of steering, or a blowout might be defects beyond the driver's ability to predict. However, pre-trip inspections and regularly scheduled maintenance should prevent most of these problems. If either of these are the cause of the accident, then the accident was probably preventable by the driver.

5. Could the driver have exercised better judgment by taking an alternate route through less congested areas to reduce the hazardous situations encountered?
6. Could the driver have done anything to avoid the accident?
7. Was the driver's speed safe for conditions?
8. Did the driver obey all traffic signals?
9. Was the driver's vehicle under control?

### Intersection Collisions

Failure of our driver to yield the right-of-way, regardless of who has the right of way, as indicated by stop signs or lights, is preventable. The only exception to this is when the driver is properly proceeding through an intersection protected by lights or stop signs and the driver's vehicle is struck in the extreme rear side of the vehicle. Regardless of stop signs, stoplights, or right-of-way, a defensive driver recognizes that the right-of-way belongs to anyone who assumes it and should yield accordingly.

Questions to consider:

1. Did the driver approach the intersection at a speed safe for conditions?
2. Was the driver prepared to stop before entering the intersection?
3. At a blind corner, did the driver pull out slowly, ready to apply the brakes?
4. Did the driver look both ways before proceeding through the intersection?

### Sideswipes

Sideswipes are often preventable. Defensive drivers do not get into a position where they can be forced into another vehicle or another vehicle can be forced into them. Defensive drivers continuously check for escape routes to avoid sideswipes. For two lane roads, this means a driver should pass another vehicle only when absolutely certain that he or she can safely complete the pass. A driver should also be ready to slow down and let a passing vehicle that has failed to judge safe passing distance back into the lane. A driver should make no sudden moves that may force another vehicle to swerve. If a driver sideswipes a stationary object while taking evasive action to avoid striking another car or a pedestrian, such an accident may not be preventable. However, you should consider what the driver could have done or failed to do immediately preceding the evasive action to be in the position of no other options.

A driver is also expected to anticipate the actions of an oncoming vehicle. Sideswiping an oncoming vehicle is often preventable. Again, evasive action, including leaving the roadway, may be necessary if an oncoming vehicle crosses into the driver's lane. Drivers are expected to allow merging vehicles to merge smoothly with them, and to merge smoothly on controlled

access highways. Drivers are expected to be able to gauge distances properly when leaving a parking place and enter traffic smoothly.

Questions to consider:

1. Did the driver look to front and rear for approaching and overtaking traffic immediately before starting to pull away from the curb?
2. Did the driver signal before pulling away from the curb?
3. Did the driver look back rather than depend only upon rear-view mirrors?
4. Did the driver start into traffic only when this action would not require traffic to change its speed or direction in order to avoid his or her vehicle?

### Head-on Collisions

A head-on collision with a vehicle traveling in the wrong lane may be preventable if the driver could have pulled off the road or taken other evasive action to prevent a collision. However, the driver should never drive into the other lane to avoid the oncoming vehicle. If the driver swerved off the road to avoid a head-on collision, the accident is non preventable. The driver in this case made a good defensive driving decision, taking the lesser of two evils.

Many skidding conditions are caused by rain, freezing rain, fog, and snow, which all increase the hazard of travel. Oily road film, which builds up during a period of good weather, causes an especially treacherous condition during the first minutes of a rainfall. Loss of traction can be anticipated, and these accidents usually are preventable. Driving too fast for conditions is the most common reason why these types of accidents are preventable.

Questions to consider:

1. Was the driver operating at a safe speed considering weather and road conditions?
2. During inclement weather, was the driver keeping at least twice the safe following distance used for dry pavement?
3. Were all actions gradual?
4. Was the driver anticipating ice on bridges, in gutter, ruts, and near the curb?
5. Was the driver alert for water, ice or snow in shaded areas, loose gravel, sand, ruts, etc.

If a driver goes off the road or strikes another vehicle because of skidding, the accident is preventable.

### Pedestrian Accidents

All types of pedestrian accidents, including collisions with pedestrians coming from between parked cars, are usually considered preventable. There are few instances where the action of pedestrians is so unreasonable that the operator could not be expected to anticipate such an occurrence.

Questions to consider:

1. Did the driver go through congested areas expecting that pedestrians would step in front of the vehicle?
2. Was the driver prepared to stop?
3. Did the driver keep as much clearance between his or her vehicle and parked vehicles, as safety permitted?
4. Did the driver stop when other vehicles had stopped to allow pedestrians to cross?
5. Did the driver wait for the green light or stop for the caution light?
6. Was the driver aware of children and prepared to stop if one ran into the street?
7. Did the driver give all pedestrians the right-of-way?
8. Did the driver stop for a school bus which was stopped and properly signaling that passengers were loading or unloading?

### Backing Accidents

Backing a vehicle into another vehicle, an overhead obstruction, or a stationary object are normally preventable. The fact that someone was directing the driver in backing does not relieve the driver of the responsibility to back safely.

Questions to consider:

1. Was it necessary to back?
2. Did the driver plan ahead so that he or she could have pulled forward out of the parking space instead of backing?
3. Was it necessary to drive into the narrow street, dead-end alley, or driveway from which he or she backed?
4. If the driver could not see where he or she was backing: Did the driver try to get someone to guide him or her?
5. Did the driver look all around the vehicle before backing? Did the driver back immediately after looking?
6. Did the driver use the horn while backing? Were the back-up lights working?
7. Did the driver look to the rear without relying totally on the rear-view mirror?
8. If the distance was long, did the driver stop, get out, and look around occasionally?
9. Did the driver back slowly?
10. Did the driver judge clearances accurately?

### Parking Accidents

Doors on our driver's parked vehicle that are damaged when opened on the traffic side are considered preventable accidents. The driver is responsible to see that the traffic side is clear of traffic, before any doors on that side are opened.

In most cases, if our driver, while driving, strikes a parked vehicle's opening door it is considered preventable. Usually our driver can see from a sufficient distance that the parked vehicle is occupied, and should therefore, be prepared to stop, should move closer to the center line or change lanes.

It is a driver's responsibility to park the vehicle so that it will remain stationary. A runaway type accident is preventable and blaming such a collision on defective parking brakes or other holding devices are inadequate excuses. A good pre-trip inspection, and maintenance program will eliminate most opportunities for this type of accident being the result of mechanical failure.

Accidents occurring when vehicles are properly and legally parked are considered non preventable. Accidents occurring while the vehicle was double parked or in a "No Parking" zone are preventable.

Questions to consider:

1. Was the vehicle parked on the proper side of the road?
2. Was it necessary to park there or was there a safer, only slightly less convenient place nearby?
3. Did the driver have to park on the traveled part of the highway, on the curve, or on the hill?
4. When required, did the driver warn traffic by emergency warning devices?
5. Did the driver park parallel to the curb?
6. Was it necessary to park so close to an alley or directly across from a driveway?

### Collision With Obstructions

Obstructions can be avoided if the driver knows the height and width of the vehicle, pays attention to posted clearances, and takes the time to properly judge clearances.

### Cargo Accidents

The accident should be considered preventable if the investigation shows a mechanical defect of which the driver was aware, a defect the driver should have found by inspecting the vehicle, or the driver caused the accident by rough and abusive handling. It is a driver's responsibility to secure cargo properly to prevent shifting, loss, or damage. Cargo should be safely stowed to prevent flying objects that can strike or distract the driver.

## Code of Safe Practices

### General Safety Rules

1. All persons shall follow this Code of Safe Practices and render every possible aid to safe operations.
2. Failure to abide by the Code of Safe Practices may result in disciplinary action up to and including termination.
3. Immediately report any unsafe conditions, accidents, injuries or illness to your supervisor. If you are unsure of the safe method to do your job, STOP and ask your supervisor. Ignorance is no excuse for a safety violation.
4. No one shall be knowingly permitted to work while the employee's ability or alertness is impaired by fatigue, illness, prescription or over the counter drugs. Employees who are suspected of being under the influence of illegal or intoxicating substances, impaired by fatigue or an illness, shall be prohibited from working.
5. Never work while under the influence of an illegal or intoxicating substance, fatigued or ill.
6. Anyone known to be under the influence of any drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job.
7. Horseplay, scuffling, fighting and other acts which tend to have an adverse influence on the safety or well-being of the employees are prohibited.
8. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
9. Keep your work area clean, free of debris, electrical cords and other hazards.
10. Immediately clean up spilled liquids.
11. Always notify all other individuals in your area who might be endangered by the work you are doing.
12. Do not operate equipment that you are not familiar with. Do not attempt to use such equipment until you are fully trained and authorized.
13. You are responsible for ensuring all safety guards are operable and in place. If they are not, STOP working and tell your supervisor.
14. Never bring firearms, weapons, illegal drugs or alcoholic beverages on company or customer

property or the job site.

15. A red tag system identifies equipment that is NOT to be operated, energized or used. All tag-out or lockout notices and procedures must be observed and obeyed.
16. Do not block exits, fire doors, aisles, fire extinguishers, first aid kits, emergency equipment, electrical panels, or traffic lanes.
17. Do not leave tools, materials, or other objects on the floor that might cause others to trip and fall.
18. Do not run on the job site or in the shop or office area.
19. Do not distract others while working. If conversation is necessary, make sure eye contact is made prior to communicating.
20. Employees shall ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the Supervisor.
21. Tree branches may not be discarded from trees until proper precautions are taken to protect others from the falling objects.
22. Employees shall cleanse thoroughly after handling hazardous substances, including pesticides and insecticides, and follow special instructions from authorized sources.
23. Gasoline or other flammable liquids shall not be used for cleaning purposes.

### Fall Protection

1. Fall protection, such as standard railings or a safety harness and lanyard, shall be used at all times, when working 7 ½ feet or more above the level below.
2. Floor and wall openings, unfinished balconies, elevator shafts and similar areas must be railed, covered or barricade to prevent falls.
3. Never remove fall protection rails, covers, or barricades without permission from your supervisor and special precautions. Always replace these items when finished with your task.
4. All safety harnesses shall be the full body type with a shock-absorbing lanyard attached to a substantial anchorage capable of supporting twice the maximum load. Lanyards shall be attached at the wearer's upper back. Body belts are not to be worn as fall protection.
5. Read and obey all manufacturers instructions relating to your fall arrest system (safety harness and lanyard).

6. Inspect all components of your harness and lanyard prior to each use and after a fall. Defective equipment is not to be used. Lanyards must be destroyed after a fall and never reused.
7. Safety harnesses and lanyards should limit free fall distance to less than 4 feet and prevent contact with any level or objects below you.
8. Never use any part of a fall arrest system, such as a harness or lanyard, to hoist materials or for any other purpose.
9. Safety harnesses and shock absorbing lanyards are required to be worn at all times while in boom lifts.

### Electrical Safety

1. Only trained, qualified, and authorized employees are allowed to make electrical repairs or work on electrical equipment or installations.
2. All electrical equipment and systems shall be treated as energized until tested or otherwise proven to be de-energized.
3. All energized equipment and installations will be de-energized prior to the commencement of any work. If the equipment or installation must be energized for test or other purposes, special precautions will be taken to protect against the hazards of electric shock.
4. All equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy-isolating device bearing a lock.
5. Safety grounds shall always be used where there is a danger of shock from back feeding or other hazards.
6. Polyester clothing or other flammable types of clothing shall not be worn near electrical circuits.
7. Suitable eye protection must be worn at all times while working on electrical equipment.
8. Always exercise caution when energizing electrical equipment or installations. Take steps to protect yourself and other employees from arc blast and exploding equipment in the event of a fault.
9. All power tools will be grounded or double insulated. Tools with defective cords or wiring shall not be used.
10. Metal jewelry should not be worn around energized circuits.

11. Extension and temporary power cords must be heavy duty and grounded. Frayed or defective cords shall not be used.
12. Suitable temporary barriers or barricades shall be installed when access to opened enclosures containing exposed energized equipment is not under the control of an authorized person.
13. Electrical installations must be protected from accidental contact by enclosures or tight fitting covers.
14. GFCI's are required on all power outlets.
15. Circuits shall not be overloaded with equipment or extension cords.
16. Metal measuring tapes, fish tapes, ropes or other metal devices are prohibited where they may contact energized parts of equipment or circuits.

### Lockout/Tagout

1. All machinery and electrical equipment shall be locked out and tagged prior to repair, cleaning, or adjustment unless power is necessary to perform the work. If so, other precautions, specified by your supervisor, will be taken.
2. Use your own lock and key. No one else should have a key for your lock. Destroy all duplicate keys.
3. Maintain control of your key at all times to prevent unauthorized use.
4. Never remove another employee's lock or energize tagged equipment.
5. If multiple employees are working on the same equipment, each employee should install their own lock. Every operator station or any area of the machine worked on which is considered part of the normal operating procedure needs a means for an emergency stop.
6. Notify all affected employees that a lock-out/tag-out is required and the reasons for it.
7. If the equipment is operating, shut it down by the normal stopping procedure (depress stop button, open toggle switch, etc.).
8. Operate the switch, valve or other energy isolating devices so that the energy source(s) (electrical, mechanical, hydraulic, etc.) is disconnected or isolated from the equipment.
9. Stored energy, such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas or water pressure, etc. must also be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
10. Lock-out all energy isolation devices with an individual lock.

11. After ensuring that no employees are exposed and as a check of having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate. **Caution: Return operating controls to neutral position after the test.**
12. The equipment is now locked-out. Install red lock-out tag on operating controls.
13. After repair is complete and the equipment is ready for testing or normal operation, check the equipment to see that all cover plates and safety devices have been reinstalled.
14. When the equipment is clear, remove all locks and tags. The energy isolating devices may be operated to restore energy to the equipment.

### Company Vehicles

1. Only authorized employees are permitted to operate company vehicles. Do not let anyone else drive your company vehicle.
2. Company vehicles are to be used for company business only. Personal, off duty and family use are prohibited.
3. Drive defensively and obey all traffic and highway laws.
4. Always wear your seat belt, whether the driver or a passenger.
5. Report all accidents as soon as possible to your supervisor and obtain a police report.
6. Keys must be removed from all unattended vehicles and the vehicles must be locked, unless parking inside the facility.
7. Do not jump from the cab or bed of company vehicles. Always use the stairs or a ladder.
8. Inspect your vehicle and report any defects or operating problems to your supervisor so that repairs can be made.
9. No smoking while refueling.
10. If your driver's license is revoked or expired, immediately notify your supervisor and do not drive.

### Ladder Safety

1. Inspect the ladder before using it. If it is broken, throw it out. Never repair a broken ladder, get a new one. Keep portable stairways, ladders and step stools in good condition and use

them only in a safe manner.

2. Use the proper ladder for the job. Do not use "A" frame ladders as straight ladders. Make sure the ladder is tall enough to reach the work area. Do not use metal ladders for electrical work.
3. Do not place ladders in passageways, doorways, or any location where they might be hit or jarred, unless protected by barricades or guards.
4. Ladders should only be placed on hard level surfaces. Make sure the ladder feet are not placed on sandy, slippery, or sloping surfaces. Clean or sweep the area where the ladder feet will be and make sure the rubber feet are in good shape.
5. Ladder rungs and steps must be kept free of grease, oil, mud, or other slippery substances.
6. Arrange your work so you are able to face the ladder and use both hands while climbing. Do not carry tools or equipment while climbing a ladder. Climb the ladder, then hoist the tools or equipment with a line or a hoisting device.
7. Avoid temporary ladders. Always use a commercially made, construction grade ladder of the proper length for the work being performed.
8. Secure portable ladders in place and at a pitch so the leveling indicator is in alignment or the distance from the wall to the base of the ladder is at least 1' for every 4' of height.
9. Straight ladders shall be tied off the top of the ladder to prevent slipping.
10. Be aware of objects below you, move or cover sharp objects in case you fall. Cap or bend all rebar.
11. Do not stand on or work from the 2nd rung from the top or above. Also do not reach too far from the ladder. Keep your belt buckle between the side rails.
12. Extension ladders shall extend at least 36" above the level being accessed.
13. On all ladders, do not step on cross bracing that is not intended to be used for climbing.

### Boom and Scissor Lifts

1. Only trained and authorized employees are allowed to use boom or scissor lifts. If you aren't trained, stay off.
2. Read and obey all manufacturers instructions and safety precautions.
3. Inspect all lifts prior to use. Defective equipment shall not be used.

4. A safety harness with shock absorbing lanyard must be worn while using boom lifts. Harnesses are not required for scissor lifts, provided you do not leave the work platform.
5. Always stay inside the platform railing. Do not use planks or ladders to extend your reach.
6. Keep the safety chains up on scissor lifts.
7. Always lower the lift before moving.
8. Never use scissor lifts on uneven ground. They are designed for use primarily on concrete floors.

### Personal Protective Equipment (PPE)

1. Use the correct PPE for each job assignment. If you don't know, ask.
2. PPE shall be maintained in good condition and cleaned regularly.
3. PPE shall be stored properly when not in use to protect it from damage.
4. Damaged or broken PPE must be returned to your supervisor for replacement.
5. Hard hats must be worn on job sites at all times.
6. ANSI approved safety glasses must be worn when working with power tools, compressed air or gasses, chemicals or any other item that creates an eye injury hazard.
7. Face shields with safety glasses are recommended when grinding or working with hazardous chemicals.
8. Employees must wear industrial work shoes in the shop and on the job site. The shoes must have complete leather uppers and skid resistant soles and be in good condition.
9. Chaps to be used when using chain saws
10. Hearing protectors must be worn when working with loud equipment such as power lawn mowers, chain saws and leaf blowers.
11. Back support belts should be worn for heavy lifting tasks. They do not help you lift more, but may provide some protection from back injuries.
12. Be sure the protective clothing you wear will not hamper or restrict freedom of movement

due to improper fit.

13. Long pants of heavy-duty material must be worn so as to protect against branch cuts and poison ivy or poison oak. No shorts or sweat pants are allowed.
14. Do not wear loose, torn or frayed clothing, dangling ties, finger rings, dangling earrings, jewelry items, or long hair unless contained in a hair net, while operating any machine which could cause entanglement.
15. If required, wear NIOSH approved respirators when applying adhesives, paint, welding, grinding or working with chemicals. Read the MSDS to find out which type of respirators are required. Facial hair may not be permitted in certain circumstances.

### Hand and Power Tools

1. Proper eye protection must be worn when using hand and power tools.
2. Know your hand and power tool applications and limitations. Always use the proper tool for the job.
3. Inspect cords and tools prior to use. Do not use tools that are faulty in any way. Exchange them for safe tools immediately.
4. Power tools must be grounded or double insulated. All power tools are to be plugged into a grounded GFCI outlet.
5. Do not use power tools in damp, wet or explosive atmospheres.
6. Do not lift, lower or carry portable electrical tools by the power cord.
7. Keep all safety guards in place and in proper working order.
8. Use clamps or vises to secure work pieces.
9. Do not force hand power tools. Apply only enough pressure to keep the unit operating smoothly.
10. Return all tools and other equipment to their proper place after use.
11. Unplug all power tools before conducting maintenance.
12. Before using sledges, axes or hammers be sure the handles are securely fastened with a wedge made of sound material.

## Trenching and Excavation

1. All excavations and trenches 5 feet deep or greater must be shored, sloped, or benched to protect workers from the hazards of moving earth. All trenching must be done in accordance with Cal/OSHA regulations.
2. Always locate underground utilities before digging. Also contact regional notification centers in advance.
3. Do not work under loads handled by lifting or digging equipment.
4. Ladders shall be provided for access to trenches and excavations 4' deep or greater. Use them.
5. Keep all spoils 2' from the edge.
6. Barricade trenches or use caution tape to warn others of their presence.
7. Inspect all trenches and excavations daily, before work, to look for signs of shifting earth.
8. Do not jump over trenches, use wood planks or sheeting.

## Hazardous Materials and Chemicals

1. Read all warning labels and Material Safety Data Sheets (MSDS) before using any chemicals. MSDS contain personal protective equipment and safety information and are available from your supervisor.
2. Hazardous materials shall be handled in accordance with the MSDS and label. If protective equipment is required, use it.
3. Eye protection must be worn when working with restricted use pesticides and or hazardous materials or chemicals.
4. Mixing of chemicals is prohibited at all times unless required by the label. Before you mix - review all MSDS.
5. Always wash your hands thoroughly after handling chemicals and before eating or smoking, even if you were wearing protective gloves.
6. Never use solvents for hand cleaning. Use the non-toxic hand cleaners provided.
7. Store all hazardous materials properly in suitable containers that are properly labeled.
8. Use chemicals only in well-ventilated areas.

9. When using secondary containers, ensure that they are labeled as to their contents and hazards.

### Fire Prevention and Housekeeping

1. Always take precautions to prevent fires which may be started, particularly from oily waste, rags, gasoline, trash, pesticides, insecticides, and other flammable liquids.
2. Fire fighting equipment is to be inspected on a regular basis. All discharged, damaged or missing equipment is to be immediately reported to a supervisor. Tampering with fire equipment is prohibited.
3. Access to fire extinguishers must be kept clear at all times. Make note of the location of fire fighting equipment in your work area.
4. Never use gasoline or flammable solvents for cleaning purposes.
5. Smoking is prohibited within 20 feet of where flammable substances are present.
6. In case of fire, employees shall consider the safety of themselves and other individuals before saving property.
7. Keep your work areas free of debris. Remove useless material from the work area as fast as required to help reduce tripping hazards.
8. Maintain awareness of potential hazards when walking about the job site.
9. Keep tools, materials and equipment out of walkways and stairways at all times.
10. Sharp wires or protruding nails must be kept bent.
11. Place tools and equipment so they will not slide off the roof.
12. Tie material down at day's end so the wind will not blow it off the roof.

### Traffic Safety

1. All employees exposed to traffic hazards are required to wear orange flagging garments (shirts, vests, jackets) at all times. Standard highway signs for information. Sun Country Landscape uses yellow caution tape surrounding work area in order to manage and control pedestrian traffic.
2. speed limits, and work zones will assist drivers in identifying, in designated traffic paths, such directives as: EVACUATION ROUTE; DO NOT ENTER; REDUCED SPEED AHEAD; ROAD CLOSED; and NO OUTLET
3. When possible, construction vehicles are to be placed between the employees and traffic to prevent vehicles from entering the work area and hitting members of the crew. 81
4. All traffic controls will be established in accordance with OSHA Work Zone Traffic Safety

5. Traffic controls are to be properly maintained throughout the workday. Signs and cones must be kept upright, visible and in their proper position at all times.

### Cranes and Rigging

1. No employee is permitted to ride on loads, hooks, or slings of any crane, hoist or derrick.
2. Do not work or stand under any suspended load. Crane operators shall avoid swinging loads over people.
3. Inspect all slings and chains prior to use. Do not use defective slings, chains, or rigging.

### Drug & Alcohol Policy:

Drugs and alcohol use will not be permitted in the workplace. No employees shall come to work under the influence of drugs or alcohol. If a manager or supervisor has reasonable suspicion that an employee is under the influence of drugs or alcohol, they will arrange safe transportation for the employee to their residence. The criteria used in this determination will consist of observations in the appearance, behavior, speech, and body odors of the employee. The company reserves the right to require the employee to undergo drug testing. Use of drugs or alcohol in the workplace is subject to disciplinary action including termination. Any excessive violation of this policy, including actions which place violator or others around him/her in an unsafe situation, will result in immediate dismissal.

A Pre-employment drug screen is required.

## Injury or Incident Reporting Policy:

Sun Country Landscape is required to keep a record of serious work-related injuries and illnesses. (Certain low-risk industries are exempted.) Minor injuries requiring first aid only do not need to be recorded.

In the event of an injury, supervisor must be notified immediately. The supervisor will assess the situation and provide any assistance needed to ensure the safety of the employee. A Foreman is to be notified right away and Human Resources is to immediately arrive on-site or contact the medical office the employee is transported to assess in detail.

### **Report a Fatality or Severe Injury**

- All employers are required to notify OSHA when an employee is killed on the job or suffers a work-related hospitalization, amputation, or loss of an eye.
- A fatality must be reported within 8 hours.
- An in-patient hospitalization, amputation, or eye loss must be reported within 24 hours.

### **According to OSHA, defined as a recordable injury or illness**

- Any work-related fatality.
- Any work-related injury or illness that results in loss of consciousness, days away from work, restricted work, or transfer to another job.
- Any work-related injury or illness requiring medical treatment beyond first aid.
- Any work-related diagnosed case of cancer, chronic irreversible diseases, fractured or cracked bones or teeth, and punctured eardrums.
- There are also special recording criteria for work-related cases involving: needlesticks and sharps injuries; medical removal; hearing loss; and tuberculosis.

According to OSHA. Defined first aid treatment:

- Using a non-prescription medication at nonprescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for record-keeping purposes);
- Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment); Cleaning, flushing or soaking wounds on the surface of the skin
- Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures, staples, etc., are considered medical treatment);
- Using hot or cold therapy;
- Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for record-keeping purposes);
- Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards, etc.). Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister;
- Using eye patches;
- Removing foreign bodies from the eye using only irrigation or a cotton swab;
- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;
- Using finger guards;
- Using massages (physical therapy or chiropractic treatment are considered medical treatment for record-keeping purposes); or
- Drinking fluids for relief of heat stress.

### Traffic Control keynotes:

Regulations concerning traffic control are noted below:

A. Worksite traffic controls and placement of warning signs must conform to the requirements of the "California Manual on Uniform Traffic Control Devices for Streets and Highways, January 13, 2012" published by the State Department of Transportation. Additional means of traffic control, such as continuous patrol, detours, barricades, or other techniques for the safety of employees may be employed. 1598(a)

B. Specifications for the size and design of signs, lights, and devices used for traffic control shall be as described in the "Manual," pursuant to the provisions of California Vehicle Code section 21400, which is incorporated by this reference. 1598(b)

C. Employees (on foot), such as grade-checkers, surveyors, and others exposed to the hazard of vehicular traffic, shall wear high visibility safety apparel in accordance with the requirements of 1598, 1599, and 1590. Note: The warning garments such as vests, jackets, or shirts shall be manufactured in accordance with the requirements of the ANSI/ISEA 107-2004, High Visibility Safety Apparel and Headwear. 1598(c)

D. Flaggers (see Flaggers section in this guide) are required when the controls cited above are inadequate. 1599(a)

Note: The use of one flagger under specified circumstances is also permitted. 1599(a)

E. The employer shall select the proper type (class) of high visibility safety apparel for a given occupational activity by consulting the Manual, apparel manufacturer, ANSI/ISEA

### Chainsaw Safety:

Ensure the area is marked and that there are no people in the immediate area. Other workers should be twice as far as the height of the trees being felled.

- Identify and clear any obstacles that may interfere with stable footing, cutting, or impede retreat/movement paths.
- Identify electrical lines in and near the work area.
- Identify "hangers" and "widow-makers"—branches that may dislodge and fall into the work area from above.

## CHAINSAWS

Chainsaws are efficient and productive portable power tools used in many industries. They are also potentially dangerous if not used correctly and carefully. Proper operation and maintenance greatly reduce the risk for injury when using chainsaws.

**Work Area Safety** • Ensure the area is marked and that there are no people in the immediate area. Other workers should be twice as far as the height of the trees being felled. • Identify and clear any obstacles that may interfere with stable footing, cutting, or impede retreat/movement paths. • Identify electrical lines in and near the work area. • Identify “hangers” and “widow-makers”— branches that may dislodge and fall into the work area from above.

**Before Starting the Chainsaw** • Check controls, chain tension and all bolts and handles to ensure they are functioning properly and adjusted according to the manufacturer’s instructions. • Ensure the chainsaw engine is the appropriate size for the project. • Fuel the saw at least 10 feet away from ignition sources. • Check the fuel container to ensure it: Is metal or plastic. Does not exceed 5 gallons in capacity. Is approved by the Underwriters Laboratory, FM Approvals (FM), or the Department of Transportation (DOT). • Ensure electric chainsaws are tested and certified by a Nationally Recognized Testing Laboratory (NRTL). Extension cords shall be sized according to the chainsaw manufacturer’s instructions. • Check that all safety devices are working properly. • Do not operate a chainsaw that is damaged or has disengaged safety devices. • Look for nails, spikes, or other metal objects prior to cutting. • Clear away dirt, debris, small tree limbs, and rocks from the chainsaw’s path. • Never work alone. • Use proper personal protective equipment (PPE).

**Operating the Chainsaw** • Always follow the manufacturer’s instructions for chainsaw operation and maintenance. • Start the saw on the ground or another firm support with the brake engaged. • Keep both hands on the handles and maintain secure footing. • Plan where the object will fall; ensure that the fall area is free of hazards; and avoid felling an object into other objects. • Plan the cut; watch for objects under tension; use extreme care to bring objects safely to the ground. • Be prepared for kickback; avoid cutting in the kickback zone and use saws that reduce kickback danger (chain brakes, low kickback chains, guide bars, etc.). • Do not cut directly overhead. • Shut off or release throttle prior to retreating. • Shut off or engage the chain brake whenever the saw is carried more than 50 feet or across hazardous terrain. • Take breaks as needed as fatigue increases the risk for accident and injury. Operate

**Within Your Skill Level** • Accidents can happen when chainsaw operators perform tasks that are beyond their capabilities or training level. Higher risk operations may include: Trees on unstable ground or steep slopes. Trees with a heavy lean. Trees with stem or root rot. Trees known to split. Operating a chainsaw above shoulder height or above ground level, such as from a ladder or tree.

**Personal Protective Equipment Requirements** Proper personal protective equipment (PPE) can prevent or lessen the severity of injuries to workers using chain saws. Employers must ensure that PPE is in good working condition prior to starting work. • Employers must provide and ensure workers properly use PPE, including: Head protection, such as a hard hat Hearing protection sufficient to reduce noise exposure to 90 decibels or less Eye/Face Protection such as safety glasses. Appropriate protective footwear per OSHA standards. Leg protection such as work pants or chaps. { Work gloves. Fall protection as necessary. • PPE should be used in conjunction with engineering and administrative controls whenever possible. Training Employers of workers using chainsaws must ensure that their employees are able to perform tasks safely. If using chainsaws, training and job hazard analyses should assist workers in anticipating and avoiding job-related injuries. Train workers about: • Specific work procedures, practices and requirements, including general and specific safety and health hazard recognition, prevention, and control. • How to safely perform assigned work tasks. • The specific hazards and controls associated with each task. • How to safely use, operate, and maintain tools, machines and vehicles which workers may use or encounter on the work site. • Applicable OSHA standards, such as those for logging, PPE, bloodborne pathogens and medical services and first aid.