



Company Name	Instructor	Date

Recommended Personal Protective Equipment

Safety Glasses, Hearing Protection, Gloves, Above the Ankle Lace-up Work Boots, Safety Vest (while working near roadways and parking lots)

Sequence of Basic Job Steps & Potential Hazards	Pictures	Recommended Action or Procedure
<input type="checkbox"/> Examine the work area and equipment before working. High and low voltage lines or trash could injure others, yourself, or cause property damage. Slip and Falls.		<ul style="list-style-type: none"> Remove any objects that can be cut and cause injury or property damage. Locate any and all electrical lines on outside or inside of shrubs or trees. Identify areas of potential slips and falls, pine straw beds, wet walkways, etc. Check the condition of the shears. Make repairs, replace necessary parts, and tighten loose bolts before using.
<input type="checkbox"/> Fuel equipment. Fires, Splashing gas in eyes, or adding wrong fuel mixture.		<ul style="list-style-type: none"> DO NOT SMOKE or have an open flame while fueling. Let equipment cool down before fueling. Remove cap carefully. Wear safety glasses when fueling. Ensure that you are using the correct fuel.
<input type="checkbox"/> Starting equipment. Slip or Falls, Strains.		<ul style="list-style-type: none"> Set the pole shears on level and stable ground. Follow owner's manual on choke and throttle positions. Use one arm to pull back on cord and the other should hold the pole shears steady. Avoid using your back to pull.
<input type="checkbox"/> Use equipment to hedge bush or tree limbs. Strains/Sprains, Flying or Falling Debris, Slips, Trips, Falls, High noise levels, Vehicle Traffic, Lacerations.		<ul style="list-style-type: none"> Hold equipment with both hands. Avoid twisting and jerking body, move arms and shoulders in slow steady sweeps. Wear safety glasses, appropriate hearing protection and gloves. Wear work boots with good tread. Pay attention to surroundings and always watch out for traffic and wear high vis safety vest. If using a ladder, ensure ladder is on stable ground, do not stand on top three rungs, always face ladder, and do not over reach. Do not go up or down ladder while carrying shears. Work slowly and deliberately. Pruning away from your body. Stop operations when pedestrian are nearby. Never leave the machine running and unattended. Watch for falling limbs and other debris. Keep hands, fingers and feet well clear of the blades.
<input type="checkbox"/> Cleaning, sharpening or adjusting blades. Lacerations, Getting fingers/hand caught in reciprocating blades, eye injuries.		<ul style="list-style-type: none"> Ensure blades have stopped reciprocating before cleaning, sharpening or adjusting. Unplug spark plug before cleaning, sharpening or adjusting blades. Wear gloves and safety glasses when sharpening blades.
<input type="checkbox"/> Shut down equipment. Fires from hot exhaust, Rotating attachments.		<ul style="list-style-type: none"> Do not place exhaust from equipment near combustible material such as leaves. Keep clear of attachments until they stop reciprocating.

Employee's Name	Employee's Signature	Employee's Name	Employee's Signature