

Company Name	Instructor	Date

Recommended Personal Protective Equipment

Safety Glasses, 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 tools before working. Slip and Falls, Lacerations, High and low voltage lines, using wrong tool for the task		<ul style="list-style-type: none"> Identify areas of potential slips and falls, pine straw beds, wet walkways, etc. Ensure that pruners are properly oiled and blades are sharpened properly. Ensure that you have the proper tools and equipment. Are you using the correct pruner or lopper for the diameter of the limbs? Is your ladder tall enough for you to reach without standing on the top rungs?
<input type="checkbox"/> Use shears to cut limbs, branches. Strains/Sprains, Flying Debris, Slips, Trips, Falls, Vehicle Traffic, Lacerations, Punctures, Amputations.		<ul style="list-style-type: none"> Wear safety glasses 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 above the top three rungs, always face ladder, and do not overreach. Do not go up or down ladder while carrying shears. Do not attempt to cut branches bigger than the pruning tool was designed to cut. Try to avoid getting into a routine or moving too fast when pruning. When workers get into a routine or try to move too fast they can become “blind to their surroundings” and may unintentionally cut their other hand. Always store or sheath hand tools properly. Always carry pruning tools with the sharp end pointed down. Avoid bending at your back or awkward postures while pruning. Try to bend at the knees or kneel down (knee pads can alleviate any discomfort).
<input type="checkbox"/> Replacing or sharpening blades. Lacerations, flying particles, getting caught in grinder.		<ul style="list-style-type: none"> Wear gloves and safety glasses when sharpening blades. Firmly hold the blade in place on a table or other flat surface (never rest on your leg) preferably using a clamp. Always use a file that has a proper handle. Always direct the filing away from your body.

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