



Haute Couture of Nature, A Landscaping Company

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Employee Safety Manual

**An Employee Guide to Safety Policies and Procedures
to Support a Safety-Conscious Work Environment**



Haute Couture of Nature, A Landscaping Company

Foliage Unlimited recognizes that employees drive our business. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings and procedures that foster protection of health and safety. All work conducted by Foliage Unlimited's employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

Foliage Unlimited is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community and Foliage Unlimited.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable central, state and local policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Foliage Unlimited will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Foliage Unlimited subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work everyday.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds in higher regard with customers and increases productivity. This is why Foliage Unlimited will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of Foliage Unlimited is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of Foliage Unlimited will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Foliage Unlimited must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the workplace.

Owner



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EMPLOYEE SAFETY RESPONSIBILITIES

The primary responsibility of employees is to perform their duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees **MUST** become familiar with, observe and obey Foliage Unlimited 's rules and established policies for health, safety and preventing injuries while at work. Additionally, employees **MUST** learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules. If an employee has any questions about how a task should be done safely, they are under instruction **NOT** to begin the task until they discuss the situation with their supervisor. Together, they will determine the safe way to do the job.

NO EMPLOYEE IS EVER REQUIRED to perform work that they believe is unsafe or that they think is likely to cause injury or a health risk to themselves or others.

General Safety Rules

Conduct

Horseplay, 'practical jokes,' etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.

Drugs and Alcohol

Use and/or possession of illegal drugs, alcohol, cigarettes, Gutka on company property or on company time is forbidden. Reporting for work while under the influence of any of the above is forbidden.

Housekeeping

You are responsible for keeping your work area clean and safe. Clean up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately and putting equipment and tools away as you are finished with them.

The following areas must remain clear of obstructions:

- Aisles/exits
- Fire extinguishers and emergency equipment
- All electrical breakers, controls and switches

Injury Reporting

All work-related injuries must be reported to your supervisor immediately. Failure to immediately report injuries can result in loss of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment.

Foliage Unlimited, provides Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured or ill employee to heal under a doctor's care while remaining productive. Employees are required to return to work immediately upon release.



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Off-Site Safety

- a. Employees of Foliage Unlimited, are required to follow all standard safety and security procedures during off-site visits.
- b. If your contact person does not advise you regarding safety hazards:
 - Note emergency exit location(s) when indoors.
 - Keep your eye on the path you are walking and avoid any tripping/slipping hazards. When on stairs maintain three-point contact (hand on rail and feet on stairs).
 - Look for features on a property that could present a unique hazard to the task at hand.

These rules are established to help you stay safe and injury free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, may result in discipline, up to and including discharge.

When working at a customer location, employees are required to follow the above rules, as well as all customer rules and procedures, and work in a manner that reflects positively on the company. Before operating any equipment at a customer location, permission must first be secured from the customer contact

SAFETY ORIENTATION TRAINING

Foliage Unlimited, is committed to providing safety and health-related orientation and training for all employees at all levels of the Company. The Company will maintain and support a program to educate and familiarize employees with safety and health procedures, rules and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data.

The training may include, but is not limited to, the following:

1. Company-specific accident and incident data
2. Hazards associated with the work area
3. Hazards associated with a specific job or task
4. Operation of specific equipment
5. Personal protective equipment
6. Emergency procedures
7. Employee accident reporting requirements
8. Return to work program
9. Any required training not included or addressed above

Incident Reporting

1. Any work-related injury, or suspected injury, must be reported immediately to your supervisor and to Human Resources. An "**Employee Accident Report**" must be completed. Failure to promptly report an injury may result in disciplinary action.
2. If medical treatment is needed, the employee must report to their supervisor and Human Resources to review their progress, after each practitioner appointment,
3. Foliage Unlimited, provides light duty work for employees recovering from injury or Covid 19. Employees are required to return to light duty work immediately upon release.
4. An accident investigation will be conducted to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.



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RETURN TO WORK PROGRAM

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or falls ill due to a work-related condition or contracts Covid-19. We believe that such absences cost both Foliage Unlimited, and our employees. We want our employees to get the best possible medical treatment immediately to ensure the earliest possible recovery and return to work.

Foliage Unlimited, has a workers' compensation program and health insurance available for employees who have suffered work-related injuries or Covid-19. The program's administrator will determine, based upon their guidelines, whether they are eligible for wage loss or medical expenses under that program.

Foliage Unlimited, wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a Return to Work program, which includes transitional or light duty work. The Return to Work program is temporary, not to exceed three months.

Employee Procedures

- All work-related injuries or Covid-19 should be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
- If a post-accident drug/alcohol screen is not performed the same day as the injury, the employee will only be paid up to one hour while taking time out to have the drug/alcohol screen sample collected.
- You must complete and sign an "Employee Accident Report".
- When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment.
- Under this program, temporary light duty work is available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional or light duty work beyond sixty (60) days, up to a maximum of three (3) months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program and may result in disqualification for certain other employee benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and whose absences Foliage Unlimited, approves; must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.

EMERGENCY ACTION PLAN

General Emergency Guidelines

- Stay calm and think through your actions.
- Know the emergency numbers:
 - o Fire/Police/Ambulance **180**
 - o Internal Emergency Number **+919176626791**
- Do not hesitate to call or alert others if you believe that an emergency is occurring; you will not be reprimanded if you act in good faith and it turns out to be a false alarm.
- First aid supplies and emergency equipment are located in all vehicles and at the warehouse for use by those who are authorized and properly trained.



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Fire Safety

- Alert other persons in the immediate hazard area.
- If you have been trained, you can decide to use a fire extinguisher following these instructions:

P=Pull the safety pin

A=Aim the nozzle at the base of the fire

S=Squeeze the operating lever

S=Sweep side to side covering the base of the fire

** When using a fire extinguisher, always stay between the fire and an exit; stay low and back away when the fire is extinguished.*

** Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate immediately.*

Medical Emergency

- Upon discovering a medical emergency, call **180**.
- Notify the supervisor and report the nature of the medical emergency and location.
- Stay with the person involved and careful not to come in contact with any bodily fluids.
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- Follow company procedures and checklists provide to the supervisor.



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SEXUAL HARASSMENT POLICY

Foliage Unlimited, does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers or other persons doing business with us. Any form of harassment related to an employee's caste, race, color, sex, religion, national origin, age, citizenship status, veteran status or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes – but is not limited to – slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, caste, color, sex, religion or national origin; sexual advances; requests for sexual favors; and other verbal, graphic or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Examples of conduct prohibited by this policy include, but are not limited to:

- Unwelcome sexual flirtation, advances or propositions;
- Verbal comments, explicit or degrading, displaying cartoons or telling jokes related to an individual's age, race, gender, color, religion, national origin, disability or sexual orientation; verbal comments about another individual or their appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or referral of sexual overtures.

If you believe that you are being subjected to workplace harassment, you should:

1. If you feel comfortable enough, tell the harasser that their actions are not welcome and they must stop.
2. Report the incident immediately to your supervisor or the owner.
3. Report any additional incidents that may occur to one of the above resources.

Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given Foliage Unlimited's obligation to investigate and act upon reports of such harassment.

Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.



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WORKPLACE VIOLENCE

- Any employee who feels that they have been threatened should immediately report their concern to their supervisor and to Human Resources.
- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify Human Resources. Always stay away from the person exhibiting threatening behavior.
- Depending upon the level of concern, the police department should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with the owner so that a prevention plan can be developed.

Employees and former employees who are, have been or will be exposed to toxic substances or harmful physical agents can access exposure and medical records maintained by upon request.

COVID -19 VACCINATION

Foliage Unlimited urges all employees to take the vaccine against Covid-19. All employees are allowed one-day rest after getting vaccinated as well as the day of vaccination. Further employees are covered used Covid-19 Insurance. In case an employee should get Covid – 19, all expenses for treatment will be taken care by Foliage Unlimited. If employee has visited native to attend wedding or any social gathering, no such expenses will be granted. The primary responsibility of employees is to perform their duties in a safe manner in order to prevent harm to themselves and others.



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VEHICLE USE POLICY

To: All Drivers of Foliage Unlimited

This policy applies to:

- Vehicles owned, leased or rented to Foliage Unlimited.
- Personally owned vehicles driven by employees on behalf of Foliage Unlimited

The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and Foliage Unlimited

- All drivers must have a valid driver's license.
- Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an 'unacceptable driver,' your employment may be terminated.
- Your supervisor must be notified of any change in your license status or driving record.

When operating your own vehicle for business:

- Your Personal Auto Liability insurance is the primary payer. Foliage Unlimited insurance is in excess of your coverage.
- You should carry at least liability coverage. Evidence of insurance coverage is to be provided to Foliage Unlimited each year, by a copy of your policy's Declaration page or a Certificate of Insurance.
- Foliage Unlimited is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
- Report your mileage for expense reimbursement. Rates are current with IRS Standard Mileage Business rates.

In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Comply with police instructions.
- Do not assume or admit fault. Liability and negligence will be determined after a thorough investigation.
- Report the accident to Foliage Unlimited, as soon as possible.

By signing this document, you are agreeing that you have read and understood the Vehicle Use policy and will comply with it.

Employee's Signature

Date



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The following chart serves as a guideline for evaluating an employee’s motor vehicle record (MVR). An employee or the driver of JCB / BOBCAT / CRANE hired by Foliage Unlimited with an MVR grade of “poor” allowed to drive. Note that any major violation will result in a poor score.

Minor Violation	Major Violations
<p>All moving violations not listed as a major violation.</p>	<ul style="list-style-type: none"> ▪ Driving under influence of alcohol/drugs ▪ Failure to stop/report an accident ▪ Reckless driving/speeding contest ▪ Driving while impaired ▪ Making a false accident report ▪ Homicide, manslaughter or assault arising out of the use of a vehicle ▪ Driving while license is suspended/revoked ▪ Careless driving ▪ Attempting to elude a police officer



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COMPLIANCE PROGRAM

Hazard Communication

1. All employees have a right to know what chemicals, pesticides and fertilizers they work with, what the hazards are and how to handle them safely.
2. Safety Data Sheets (SDS) are documents provided by the supplier of a chemicals. SDSs detail the chemical contents, associated hazards and general safe handling guidelines.
3. General rules for handling chemicals:
 - Read all label warnings and instructions.
 - Follow instructions for quantity. More does not mean better.
 - Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
 - Always wash your hands after handling chemicals.
 - If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
 - Any questions or concerns regarding chemicals should be reported to your jobsite manager and Human Resources.

Bloodborne Pathogens

1. Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which can lead to AIDS, and hepatitis.
2. Because you cannot tell by looking at a person if they are infected with a pathogenic disease, you must take precautions following an illness or injury where bodily fluids are released.
3. In the event of a person losing bodily fluids, stay away from the area and warn others to also do so. You can still stay close to the ill or injured person to provide support, just be sure to stay out of contact with any bodily fluids.
4. In the event that you find spilled bodily fluids, a syringe or other medically contaminated materials, do not attempt clean up by yourself.



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Personal Protective Equipment (PPE)

The PPE guidelines for your specific position may vary from the following recommendations. However, keep these general guidelines in mind when working with and wearing PPE.

Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.

1. Safety Shoes – Must be worn at all times in designated areas to prevent injuries. The most common foot injuries include punctures, crushing, sprains and lacerations.
 - Footwear should be comfortable to avoid fatigue and stress-related problems.
 - Choose footwear with soles based on the type of specific hazards in the work area.
2. Eye Protection – Needed for protection against impact injuries, chemicals, dust, chaff and other workplace hazards.
 - Eye protection must be worn when painting, grinding, drilling, welding, sawing, working in a dusty environment or when handling chemicals.
3. Hand Protection – Select hand protection that provides adequate protection for hazards present in the work area.
 - Protection should fit properly and comfortably.
 - Leather gloves provide the most adequate protection in most situations, yet light cotton gloves may be more appropriate when working in environments where hand injuries are less common. Wear rubber or neoprene gloves when handling chemicals.
4. Hearing Protection – Wear hearing protection to prevent noise-induced hearing loss that is permanent and irreversible. Farm workers who operate equipment on a regular basis are exposed to harmful noise levels that could cause significant damage.
 - Select earmuffs or earplugs to protect against hearing loss.
5. Head Protection – Some landscaping tasks may require protection to safeguard against head injuries.
 - Inspect head protection equipment regularly.
 - Do not store headwear in the windows of vehicles, as sunlight and heat can cause it to become brittle and not provide sufficient protection against hazards.
 - Do not modify or paint the shell of head protection. This can also diminish its ability to adequately protect your head.
6. Respiratory Protection – Wear respiratory protection to safeguard against hazards to the lungs and throat. Wear the appropriate level of protection for the task at hand.
 - Working with chemicals requires a cartridge respirator with filters designed for specific hazards.
 - Masks must be worn to protect against airborne viruses, like Covid-19 dusts and other contaminants such as bacteria.
 - Do not perform operations requiring respirators unless you have been fitted and trained on 's respiratory protection program.
 - Inspect respirators for cracked or worn parts before and after each use, and after cleaning.
 - Do not work in an area that requires the use of respiratory equipment if you fail to obtain a tight seal between the respirator and your face.
 - Clean and sanitize respiratory equipment according to manufacturer's recommendations after each use.
 - Store respiratory equipment in a clean and sanitary location.



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GENERAL SAFETY PRECAUTIONS

Fire Prevention

- Smoking is only allowed in designated exterior smoking areas.
- No candles or open flames are allowed within the work facility.
- No flammable chemicals are allowed inside the building at any time. If you feel that there is a work-related need to use a flammable chemical, contact the supervisor for guidance on Hazard Communication and fire safety.
- Always allow the engine of machinery cool for 10 minutes before refueling.
- Move at least 15 feet away before starting machinery with small gasoline engines such as lawn mowers and hedge trimmers.
- Always carry a chemical fire extinguisher when working with fuel.
- Do not start or run an engine in an enclosed area to prevent carbon monoxide (CO) poisoning.
- Gasoline, diesel and other fuels must be transported in approved, marked containers. Secure these containers in the vehicles with the lids closed.

Equipment Hazards

1. *Pinch Points* – Formed when two rotating objects move together; at least one of them moving in a circle. Belt drives, chain drives and gear drives are all pinch points.
 - a. Body parts such as fingers, hands and feet can get caught in pinch points or may be drawn into a pinch point by way of clothing that gets caught.
 - b. Do not take chances by reaching over or working near rotating parts, as machines can quickly cause damage once limbs or clothing get caught.
 - c. Always turn off machinery to perform repairs, and replace guards and shields that have been removed for maintenance.
2. *Wrap Points* – Formed when parts of a machine rotate in a way that could catch clothing. Entanglement in a wrap point can cause the worker to be pulled into the machine or clothing to be tightly wrapped enough that the worker is crushed or suffocated.
 - a. Check equipment for potential wrap points and shield against them.
 - b. Paint wrap points a bright color to remind yourself of the hazard.
 - c. Avoid loose clothing.
3. *Shear and Cut Points* – Formed when the edges of two objects move close enough together to cut into material. Present in machinery such as lawn mowers that are designed to cut.
 - a. Stay alert for cut and shear points, as they cannot be guarded.
4. *Crush Points* – Formed when two objects move together or one object moves toward a stationary object.
 - a. Shield equipment to prevent a fatal crushing injury.
 - b. Use safety controls that keep heavy equipment in place during servicing.
5. *Thrown Objects* – Objects such as stones can be propelled with great force from rotary motors and string trimmers.
 - a. Identify machines that have the potential to throw objects and shield against these hazards.
 - b. Determine how far objects can be thrown, and stay a safe distance away from others.
 - c. Wear eye protection.
6. *Free-Wheeling Parts* – Occur when machine parts continue to move after the power is shut off such as a mower blade.
 - a. Do not touch these machines until the parts have stopped moving completely.



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7. *Vibrations* – Landscape workers who spend hours operating vibrating machinery run the risk of developing shoulder, neck and back pain, poor circulation in the legs and degeneration of the spinal discs.
 - a. Alternate between tasks to avoid using vibrating equipment for an extended period of time.
 - b. Add extra padding to equipment seats to absorb some of the vibrations.
 - c. Learn to recognize the symptoms of segmental vibration (localized injury to the fingers and hands when using pneumatic hand tools) and hand-arm vibration (also known as “white-finger” disease or Reynaud’s disease. Workers experience tingling and numbness in the fingers, especially when exposed to cold temperatures).

Lifting

1. Plan the move before lifting to ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co- worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not theback.
8. Keep your back straight.
9. Get a firm grip on the object using your hands and fingers. Use handles when they are present.
10. Hold the object as close to your body aspossible.
11. While keeping the weight of the load in your legs, stand to an erect position.
12. Perform lifting movements smoothly and gradually; do not jerk theload.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
16. Never lift anything if your hands are greasy orwet.
17. Wear protective gloves when lifting objects that have sharp corners or jagged edges.



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Fatigue

Depending on the surrounding environment and the type of work being done, fatigue can set in after being on the job for several hours. This can not only affect your physical strength, it can also affect your mental sharpness. To avoid fatigue (muscle tightness, aches, pains and mental cloudiness), take short breaks throughout the day to allow your body to recover.

Ladders & Stepladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use it.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber footpads or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the area. Lock the doorway that you are blocking so it cannot be opened into you.
5. Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or downit.
8. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder. Do not jump from ladders or stepstools.
10. Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use a ladder or stepstool.
11. Do not stand on the top two rungs of any ladder.
12. Do not stand on a ladder that wobbles, or that leans to the left or right of center.
13. When using a straight or extension ladder, extend the top of the ladder at least three feet above the edge of the landing.

Shoveling & Digging

1. Locate underground utilities before digging on a worksite. Contact each utility company to mark the lines so you avoid hitting them while performing excavation tasks.
2. Inspect shovels before each use by looking specifically for cracked handles and dull edges. If shovels are not in good working condition, use a different tool.
3. Select the proper shovel for the task at hand.
4. Remain cautious when shoveling wet soil, as it is extremely heavy.
5. Keep your feet apart to keep your balance while shoveling.
6. Turn your front foot in the direction where you want to move the load to avoid back injuries from twisting unnecessarily.
7. Lift loads with your legs and then step toward the spot where you want to deposit the load.
8. Keep your back straight throughout the entire shoveling process.



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Heavy Equipment Operation

1. No passengers are permitted on heavy equipment.
2. Keep windows and windshield clean.
3. Do not use heavy equipment if the horn or backup alarm does not sound.
4. Turn off the engine before leaving heavy equipment unattended.
5. Keep heavy equipment in gear when going down grade. Do not use neutral.
6. Display the Slow Moving Vehicle (SMV) sign when operating heavy equipment on roads.

Labor Personnel Safety

1. Wear reflective clothing if you are working near traffic or roadways.
2. Do not approach any heavy equipment until the operator has seen you and has signaled to you that it is safe.
3. Do not work outdoors during electrical storms.
4. Drink plenty of clear liquids during your breaks.
5. Take breaks in shaded areas to cool your body down.

Hazardous Materials

1. Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product you will be using in your workplace.
2. Do not use protective clothing or equipment that has split seams, pinholes, cuts, tears or other visible signs of damage.
3. Each time you use your gloves, wash them using cold tap water and a normal hand washing motion before removing them. Always wash your hands after removing the gloves.
4. Do not use chemicals from unlabeled containers or unmarked cylinders.
5. Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive" or "Caustic."
6. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic."
6. Do not smoke while handling chemicals labeled "Flammable."

Tractors with Rotary Mowers

1. Study the owner's manual before operating machinery.
2. Do not operate a tractor without the appropriate Rollover Protection Structure (ROPS) and seatbelt.
3. Make sure the Power Take-Off (PTO), mower input driveline, drive belts, chains and gears are properly guarded.
4. Place an SMV emblem on the back of the machine if you are traveling on public roadways.
5. Inspect warning lights and signs for damage.
6. Never leave the driver seat with the blade engaged.
7. Proceed with caution around corners.



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Tractors

1. Always wear a seat belt while operating a tractor and ensure that the proper Rollover Protection Structure (ROPS) is in place.
2. Always wear hearing protection, as not all tractor cabs are soundproof.
3. Drive at slow speeds to retain control and maintain the ability to stop suddenly. Reduce your speed when turning and breaking.
4. Perform regular maintenance per the manufacturer's instructions.
5. Use a wide wheel track on hillsides and sloped ground.
6. Put on the parking brake before dismounting.
7. Never leave a tractor in a position where it can roll, where it is jacked up or with the starter key in the ignition.
8. Dismount every hour for five to 10 minutes to avoid strain injuries.
9. Keep the power take-off (PTO), PTO shaft and power input coupling guards in place to prevent clothing or body parts from becoming tangled in any moving parts.
10. Make sure that the control lever is easily reachable while sitting to reduce the risk of a PTO injury.
11. Do not turn sharply when operating power implements. This can cause the PTO guard cones to break and lower links or tractor tires can contact the power shaft.
12. Fit attachments according to manufacturer's instructions only.
13. Only attach implements to the draw bar or mounting points provided by the manufacturer.
14. Check the safety pins on towed lift wing implements regularly for wear and tear.
15. Ensure that all towed implements guards are in place before operating the tractor.
16. Never adjust or perform work on implements when they are in motion.



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Leaf Blowers

1. Plan work before operating a leaf blower. Do not operate machinery near others, as there is a thrown object hazard.
2. Run the machine in an upright position.
3. Wear a mask in dusty or dirty areas to avoid respiratory damage.
4. Wear eye protection to protect your vision against thrown object hazards.

Chain Saws

1. Read the instruction manual and receive the proper training before operating the machinery.
2. Inspect the equipment before each use. Note that the safety guards are in working good order and are not damaged. Replace any parts that are broken or damaged.
3. Assure that there is someone within ear shot in case of an emergency.
4. To get a feel for how the machine operates, practice using it on small logs.
5. Clear the area of stones, debris and garbage.
6. Sharpen the blade, if necessary.
7. Examine the elements. Notice the direction of the wind to determine how to cut the tree. Make sure you are standing in a dry area with no risk of slipping.
8. Plan your move away from the tree. You will need at least 25 feet to avoid injury.
9. Wear long pants, long-sleeved shirts, eye protection (goggles or safety glasses), ear protection (earplugs or earmuffs), non-slip gloves, hardhat and steel-toed boots with non-slip soles.
10. Pull back long hair and remove hanging jewelry that could get caught on the equipment.
11. Start the saw by placing it between your knees or resting it on the ground with the chain away from any obstacles.
12. Position your body a safe distance away from the blades.
13. Hold the tool with both hands – your right hand on the rear handle and trigger, and your left hand grasping the front handle bar.
14. Remove your hand from the trigger between cuts.
15. Turn off the engine before setting the saw on the ground.
16. Be alert and wary of kickbacks. Kickback occurs when the guide bar hits an object and projects the saw back at the user – occurs when hitting a knot in the wood, operating the saw too slowly, twisting the saw, having a loose chain, or not using the proper grip.
17. Only use a chain saw with an anti-kickback chain to prevent injuries.
18. Refuel away from the work area after the saw has cooled for several minutes.



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Grinders & Grinding Wheels

1. Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage by conducting a "ring test." Tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead sound rather than a ring sound, do not use the wheel.
2. Do not use a grinding wheel that has chips, cracks or grooves.
3. Do not use the grinding wheel if it wobbles. Tag it "Out of Service."
4. Adjust the tongue guard so that it is no more than 1/4 inch from the grinding wheel.
5. Adjust the tool rest so that it is no more than 1/8 inch from the grinding wheel.
6. Do not use a bench grinder if it is not firmly anchored to the workbench or other secure platform.
7. Do not install a grinding wheel whose labeled RPM is lower than the rated speed of the grinder.
8. Stand to one side of the plane of a rotating grinding wheel during the first few seconds of operation.
9. Grind on the side of the wheel only when it is made for side grinding.
10. Turn the grinder "off" when you have finished working with it and remain at the machine until it has completely stopped turning.

Portable Grinders

1. Do not use a portable hand held grinder with a wheel diameter larger than 2" unless the grinder has a positive action switch to ensure the switch cannot be locked in the on position.
2. Do not use a portable grinder if the grinding wheel guard is missing.
3. Do not clamp a portable grinder in a vice to use it as a bench grinder.



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Pneumatic & Hydraulic Tools

1. Do not point a charged compressed air hose at bystanders or use it to clean your clothing.
2. Disconnect the tool from the air line before making any adjustments or repairs to the tool.
3. Do not use tools that have handles with burrs or cracks.
4. Do not use compressors if their belt guards are missing. Replace the belt guards before using the compressor.
5. Turn the power switch of the tool to "Off" and let it come to a complete stop before leaving it unattended.

Electrical Powered Tools

1. Do not use powered equipment or tools on which you have not been trained.
2. Keep power cords away from the path of saws, mowers, knives and grinders.
3. Do not use cords that have splices, exposed wires or cracked or frayed ends.
4. Do not carry plugged in equipment or tools with your finger on the switch.
5. Do not carry equipment or tools by the cord.
6. Disconnect the tool from the outlet by pulling on the plug, not the cord.
7. Turn the tool off before plugging or unplugging it.
8. Do not leave tools that are "On" unattended.
9. Do not operate spark-inducing tools, such as grinders, near containers labeled "Flammable."
10. Turn off the electrical tool and unplug it from the outlet before attempting repairs or service work. Tag the tool "Out of Service."
11. Do not use extension cords or other three-pronged power cords that have a missing prong.
12. Do not use an adapter, such as a cheater plug, that eliminates the ground.
13. Do not drive over, drag, step on or place objects on a cord.
14. Do not use a power hand tool while wearing wet cotton or leather gloves.
15. Never operate electrical equipment barefooted. Wear rubber-soled or insulated workboots.
16. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic handgrips or other nonconductive areas designed for gripping purposes.



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Hand Tool Safety

1. Do not continue to work if your safety glasses become fogged. Immediately stop and clean the lenses.
2. Tag worn, damaged or defective tools "Out of Service" and do not use them.
3. Do not use a tool if the handle surface has splinters, burrs, cracks or splits.
4. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
5. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
6. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels or files in your pocket unless the tool or your pocket is sheathed.
7. Do not perform "make-shift" repairs to tools.
8. Do not throw tools from one location to another or from one employee to another.
9. Transport hand tools only in toolboxes or tool belts. Do not carry tools in your hand or clothing when climbing.

Equipment Transport

1. Do not load and unload equipment by yourself; always have another employee assist you.
2. Secure machinery on trailers before proceeding.
3. Use blocks or chucks to keep wheeled vehicles from shifting during transportation.

Pesticide Storage, Transport and Disposal

1. Follow the instructions on the product labels exactly as written. If the label warns against exposure to the eyes, skin or clothing, recognize that the chemical can enter the body through the skin. If the label warns against breathing in dust or spray mist, recognize that you must wear a respirator to protect your lungs.
2. Store chemicals in well-ventilated, well-lit areas with locked entrances. Check the Safety Data Sheet (SDS) regarding the proper storage procedures for each chemical.
3. Store chemicals away from personal protective equipment (PPE), especially respirators.
4. Always wear the appropriate PPE for the chemical(s) being used:
 - a. Dry or wet-based products require waterproof protection.
 - b. Products formulated or diluted with solvents (other than water) require chemical-resistant protection.
 - c. Clothing made of 100 percent cotton provides more protection as compared to other products.
 - d. Apply starch to your clothing to provide resistance to the chemicals that you are handling.
5. Keep incompatible chemicals away from one another.
6. Be mindful that some chemicals contain solvents that can escape into the air and release harmful vapors unless their containers are properly sealed.



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7. Do not use chemicals when winds are more than 10 miles per hour to reduce your risk of contamination.
8. Be mindful of your co-workers when applying chemicals.
9. Store chemicals only in their original manufactured containers with the original labels. If a chemical's label should come off, replace it immediately.
10. Do not transport chemicals near food, water or incompatible chemicals.
11. When transporting by vehicle, secure chemicals in their proper containers so they cannot move, fall or break.
12. Keep a detailed record of the chemicals you are transporting.
13. While transporting hazardous substances, bring the appropriate PPE for safe handling.
14. Before dumping any chemical, read through the SDS and the manufacturer's label regarding toxicity to animals and plants. Also, note the proper way to dispose of any leftover substances and the container.

Heat-Related Illnesses

1. Wear loose, light colored clothing and a hat.
2. Adapt to working in hot conditions gradually, avoid over-exerting yourself during peak temperature periods.
3. Drink water frequently—at least eight ounces every 20 to 30 minutes. Stay away from liquids containing caffeine, as they tend to increase urination, which causes rapid depletion of body liquids.
4. Watch for the following signs and symptoms of heat-related illnesses:
 - a. Heat cramps – Severe muscle spasms in the back, stomach, arms and legs, which are attributed to the loss of body salt and water during periods of heavy perspiration.
 - b. Heat exhaustion – Heavy sweating, cool or pale skin, nausea, headache, weakness, vomiting and fast pulse.
 - c. Heat stroke – High body temperature, minimal sweating, red and dry skin, rapid breathing and pulse, headache, nausea, vomiting, diarrhea, seizures, confusion or unconsciousness.
5. Treat heat illness as soon as possible by doing the following:
 - a. Heat cramps – Move to a cooler area and drink approximately six ounces of water every 15 minutes. Follow up with a medical examination.
 - b. Heat exhaustion – Move to a cooler area and lie down with your legs slightly elevated. Cool your body by fanning and applying cool, wet towels and drink approximately six ounces of water every 15 minutes. Follow up with a medical examination.
 - c. Heat stroke – Call 108 immediately. Move to a cooler area, remove your outer clothing, immerse yourself in cool water or apply cool, wet towels or cloths to the body. Do NOT drink liquid, and wait for emergency personnel to arrive.



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Contact with Insects, Rodents and Other Pests

1. Do not touch rodents, even if they look dead.
2. Avoid animals in nests or dens.
3. Never pick up, disturb or corner a snake.
4. Wear the appropriate repellents for animals you may come in contact with.
5. Keep your skin covered by wearing a hat, socks, long-sleeved shirts, long pants and high boots.
6. Tuck your pants into your boots and be mindful of exposed skin on your neck, wrists and ankles.
7. Do not wear cologne or perfume, which may attract animals.
8. Control and dispose of food and garbage in your work area to avoid attracting pests.
9. If you are allergic to any insects, keep medication with you at all times. Alert your co-workers of your allergy so they can assist you in the event of an emergency.



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EMPLOYEE ACKNOWLEDGEMENT FORM

Foliage Unlimited, is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for all of our employees. We value you not only as an employee but also as a human being critical to the success of your family, the local community and Foliage Unlimited. You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable central, state, local and Foliage Unlimited, policies and procedures. Failure to comply with these policies may result in disciplinary action. Respecting this, will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Foliage Unlimited, subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work everyday.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds in higher regard with customers and increases productivity. This is why Foliage Unlimited, will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, management of Foliage Unlimited, is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices, company rules and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of Foliage Unlimited, will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons who are in any way associated with or affected by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.
- 8.

Everyone at must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the workplace.

By signing this document, I confirm the receipt of Foliage Unlimited 's employee safety handbook. I have read and understood all policies, programs and actions as described, and agree to comply with these set policies.

Employee Signature

Date



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FOLIAGE UNLIMITED

Injury / Accident Procedure

Serious Injury

- Death or Admitted to a Hospital
 - **Call 108**
 - Do not disturb the scene except to aid in rescue or make the scene safe.
 - Report the police within **8** hours

When you call the police will want:

- Your name and contact number
 - The name of the business
 - The location/address of the work related incident
 - The date and time of the incident
 - How many employees suffered a fatality, in-patient hospitalization, amputation or loss of an eye, and their name(s)
- A brief description of the work-related incident.
 - Assist the police

Investigation for Serious Injury

- Select one Supervisor and one Employee to lead investigation
- Get written statements from victims and any witnesses as soon as possible
- *Use **Employee's Accident Report Form**
- Take photos of the scene as soon as possible
- Fill out **Incident Investigation Form**
 - Address at next Safety Meeting

Minor Injury or Near Miss

- Minor Injury
 - Employee to fill out **Employee's Accident Report Form**
 - Advise employee to seek medical attention for non-emergency incident

Near Miss

- Employee to fill out **Employee Accident Report Form** as a "near miss"



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FOLIAGE UNLIMITED

Incident Investigation Report for serious injury

This is a report of Death Admittance to Hospital

Injured Employee (complete this part for each injured employee)

Name:

Job Title:

Part(s) of body affected

Nature of Injury:

- Abrasions
- Amputation
- Broken Bone
- Burn
- Concussion
- Crushing injury
- Cut, laceration, puncture
- Internal Damage
- Other

Other injury information

This employee works Regular FT Regular PT Seasonal Temporary

Exact location of the incident Exact time

What part of employee's workday? Entering or leaving work
 Doing normal work activities
 During meal period
 During Break
 Working overtime

Name(s) of witnesses (if any)

What of the following are attached to this form? Witness statements
 Photographs
 Drawings
 Other

What personal protective equipment was being used?



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Describe what led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.

What was the cause of the incident?

Unsafe Conditions:

- Unguarded Hazard
- Defective Safety Device
- Defective Tools or Equipment
- Unsafe Lighting
- PPE not provided
- Proper Equipment or Tools not provided
- Insufficient Training
- Other

Unsafe Acts by Employee

- Operating without permission
- Operating unsafely
- Using known defective equipment
- Using equipment in an unapproved way
- Unsafe lifting
- Distraction, horseplay
- Failure to wear proper PPE
- Failure to use the proper tools/equipment for the job
- Other

Were any of the unsafe conditions or acts reported prior to the incident?

Have there been similar incidents or near misses prior to this one?

What changes are recommended to prevent this type of incident in the future?

Form completed by (Name/Job Title)

Date



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FOLIAGE UNLIMITED

Employee's Accident Report Form

Instructions: Use this form to report a work related injury or near miss.

I am reporting a work related		<input type="radio"/> Injury <input type="radio"/> Near Miss	
Your Name			
Job title			
Supervisor			
Date of incident		Time of Incident	
Name of witnesses (if any)			
Where exactly did it happen?			
What were you doing at the time?			
Describe what led up to the injury/near miss.			
What could have been done to prevent this incident?			
What parts of your body were injured? If a near miss, how could you have been injured?			
Did you/Will you see a doctor about this injury?		<input type="radio"/> Yes <input type="radio"/> No	
If yes?	Doctor Name		Phone
Appointment	Date	Time	
Your Signature			Date



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