



CMS LANDSCAPE
— GROUNDS MANAGEMENT —

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CMSLAWNS.COM

TEAMMATE SAFETY MANUAL

CMS Landscape Management - Commitment to Safety

CMS Landscape (the "Company") 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 the company'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.

Recognizing that we inherently handle potentially dangerous equipment if not used properly, Company will make every reasonable effort to provide the safest workplace environment where any recognized or known hazard is mitigated to the extent possible.

As a matter of importance, CMS Landscape subscribes to these core safety principles:

1. All accidents are preventable through implementation and practice of effective safety protocols.
2. Accident prevention is good business. It minimizes risk, promotes better working conditions for everyone, holds us all in higher regard with customers and increases productivity.
3. Management is responsible for providing the safest possible workplace environment for all employees.
4. Employees are responsible for following safe work practices and company rules that aim to reduce or eliminate unsafe conditions altogether.
5. Employees are responsible for communicating any potential concerns to management where they feel they are working in unsafe conditions.
6. The safety of all our stakeholders is of utmost importance.

Everyone at CMS Landscape must be involved in and committed to performing our roles safely. 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.



President, CMS Landscape Management, LLC

Employee Safety Responsibilities

One of the most important responsibilities of any employee 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 and put into practice all 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.

If an employee has any questions about how a task should be done safely, they should **NOT** begin the task until they discuss the situation with their supervisor or company management.

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 and practical jokes 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

CMS has a **zero-tolerance** policy as it relates to drugs and alcohol use. (See Drug and Alcohol Policy). Use and/or possession of illegal drugs or alcohol on company property or on company time is absolutely forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.

Injury Reporting

All work-related injuries must be reported to your supervisor as soon as practicable. Failure to 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.

The company may provide 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. (See more on Return to Work later in this manual)

Work site (off site)

Due to the nature of our work, employees may always be working on numerous properties with varying physical differences. As such:

- Employees should follow all standard safety and security procedures during off-site visits. This includes any safety policies and practices the customer requires. Many of our customers have established practices for vendors and these must be followed by employees.
- Look for features on a property that could present unique hazards to the task at hand.
- Roads, parking lots or similar paths where collisions could occur should be noted prior to beginning any work.

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

The company 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. Hazards associated with specific equipment and products used.
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. Employee accident reporting requirements
7. Return to work program
8. Any OSHA required training not included or addressed above

Return to Work Program

It is our goal to prevent work-related injuries from happening at all. We are always concerned when one of our employees is injured or falls ill due to a work-related condition. We want our injured employees to get the best possible medical treatment immediately to ensure the earliest possible recovery and return to work.

The company 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 on a temporary basis.

Employee Procedures

- All work-related injuries should be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
- If there seems to be a reasonable connection between the incident and the use of drugs or alcohol, the employee may be asked to provide a urine and breath sample as soon as possible following the accident. If possible, urine and breath tests will be performed in conjunction with the necessary medical treatment.
- You must complete and sign an **Incident Report** form associated with event.
- When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a **Return to Work Evaluation** form. Regardless of the choice of physicians, the **Return to Work** form must be completed for each practitioner visit. Company will not accept a general note stating only that you are to be off work.
- Under this program, temporary light duty work is available for up to sixty (60) 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 six (6) 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.

- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the Human Resources Department. You must also have your practitioner complete both the Return to Work Evaluation form and Return to Work Request / Physician's Authorization form.
- Employees who are not eligible for leave under FMLA must return to light duty or regular work if at all possible. 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.
- Employees must provide a Return to Work form indicating they are capable of returning to full duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.

Medical Emergency

- Upon discovering a medical emergency, call 911 and then your manager.
- Notify the manager and report the nature of the medical emergency and location.
- Stay with the person involved and take precautions 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.
- Management will make any necessary notifications to family members of the person suffering the medical emergency.

Severe Weather

- Company management will monitor weather events as necessary. If a severe weather report is issued, they will immediately issue a message to all crews of the planned action which may include seeking cover or returning to the main office.
- Employees will be instructed where to go for safety and should proceed there after all equipment has been shut down and properly stowed. When the severe weather warning is cancelled, management will notify employees that it is safe to return to work areas.

Harassment Policy

CMS Landscape 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 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.

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;
- Explicit or degrading comments related to an individual's age, race, gender, color, religion, national origin, disability or sexual orientation;
- The display of sexually suggestive pictures or objects in any workplace location;
- Any sexually offensive or abusive physical conduct;

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

- If you feel comfortable enough to do so, tell the harasser that their actions are not welcome and they must stop.
- Report the incident immediately to Company management.
- 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 's obligation to investigate and act upon reports of such harassment.

Retaliation of any kind against an employee who reports a suspected incident of harassment of any kind 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.

Workplace Violence

CMS Landscape has a zero-tolerance policy for violence in the workplace. Employees that engage in threatening or violent behavior will face disciplinary action, up to and including termination.

- Any employee who feels that they have been threatened should immediately report their concern to Company management.
- 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 management.
- Depending upon the level of concern, the police department (911) 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 management so that a prevention plan can be developed.

Vehicle Use Policy

Only employees with active, valid, government-issued drivers licenses are allowed to operate company vehicles, AND only after they have been approved to be added to the company vehicle insurance policy. Upon hiring, drivers will be submitted to our vehicle insurance carrier and will be allowed to drive only after approval is given from the insurance carrier.

Company does not regularly allow personal use of company vehicles or equipment. Any exception to this would be granted by company president or owner only.










When operating company vehicles in any way, drivers are expected to follow all traffic regulations. Additionally, drivers should always be aware that they may be hauling other equipment including trailers and landscape equipment.

Each company vehicle has its own designated fuel card and each approved driver has his/her own fuel pin. These items are never to be shared across different vehicles or drivers. At no time is it allowable to provide fuel for a personal vehicle using company fuel cards or employee pins. Violation of this standard will result in immediate discharge from the company.

OSHA Compliance Programs

Hazard Communication

1. All employees have a right to know what chemicals 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 chemical. SDSs detail the chemical contents, associated hazards and general safe handling guidelines. At CMS Landscape, the SDS collection is located in the main office. Employees are free to utilize the SDS as needed.
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.
4. All chemical containers must be labeled to identify contents and hazards. Standardized pictograms, denoted by red frames, will be required on all chemical labels regardless of whether the shipment is domestic or international.

Health Hazard  <ul style="list-style-type: none"> • Carcinogen • Mutagenicity • Reproductive toxicity • Respiratory sensitizer • Target organ toxicity • Aspiration toxicity 	Flame  <ul style="list-style-type: none"> • Flammables • Pyrophorics • Self-heating • Emits flammable gas • Self-reactives • Organic peroxides 	Exclamation Mark  <ul style="list-style-type: none"> • Irritant (skin and eye) • Skin sensitizer • Acute toxicity (harmful) • Narcotic effects • Respiratory tract irritant • Hazardous to ozone layer 	Gas Cylinder  <ul style="list-style-type: none"> • Gases under pressure 	Corrosion  <ul style="list-style-type: none"> • Skin corrosion/burns • Eye damage • Corrosive to metals 	Exploding Bomb  <ul style="list-style-type: none"> • Explosives • Self-reactives • Organic peroxides
			Flame Over Circle  <ul style="list-style-type: none"> • Oxidizers 	Environment*  <ul style="list-style-type: none"> • Aquatic toxicity *under EPA jurisdiction 	Skull & Crossbones  <ul style="list-style-type: none"> • Acute toxicity (fatal or toxic)

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. Proper footwear should 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.
 - Workers are encouraged to wear steel-toed boots with a cap that covers the entire length of the toes, from the tips to beyond the natural bend of the foot. Choose footwear with soles based on the type of specific hazards in the work area.
 - Working in cold weather may require workers to wear insulated footwear, as normal footwear does not provide enough protection from colder temperatures.
2. Eye Protection – Needed for protection against impact injuries, chemicals, dust, chaff and other workplace hazards.
3. Hand Protection – Select hand protection that provides adequate protection for hazards present in the work area.
4. Hearing Protection – Wear hearing protection to prevent noise-induced hearing loss that is permanent and irreversible.
5. Head Protection – Some landscaping tasks may require protection to safeguard against head injuries.
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.

Job-Specific Safety Precautions

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 the back.
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 as possible.
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 the load.
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 or wet.

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.

Shoveling & Digging

1. When necessary, locate underground utilities before digging on a worksite. Contact your area's 811 to have all underground utilities marked as needed.
2. Shovels should be regularly inspected and replaced if any cracks are present in handles or tool.
3. Select the proper shovel for the task at hand – spade, flat, etc.
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.

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 to approach.
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."
7. Do not smoke while handling chemicals labeled "Flammable."

Riding Lawn Mowers

1. Read the instruction manual and receive the proper training before operating the machinery.
2. Inspect the equipment before each use.
 - a. Assure that the grass catcher, discharge guard and other safety devices are in good working order.
 - b. Clear the desired mowing area of debris, rocks or other obstacles before each use.
 - c. When the engine is off, adjust the deck cutting height.
 - d. Fill the gas tank in an open space to avoid fume inhalation.
 - e. Never carry passengers on the mower with you.
 - f. Wear tight fitting long pants, eye protection, ear protection, non-slip boots and gloves to protect your body against flying debris.
3. Start the mower while in the driver's seat, not while standing next to the machine.
4. Disengage the mower and transmission before starting.
5. Engage the blades at the lowest engine setting first and then release the brake slowly.
6. Mow in straight lines while trying to avoid objects such as trees and shrubs.
7. Slow down significantly while turning.
8. Never put your hands or feet near the rotating blades under the machine.
9. Turn off the mower and disengage the blades when you are finished.
10. Clean clippings and other debris from the mower after each use.
11. Avoid driving in reverse, if possible.

Push Mowers

1. Learn how to stop the machine quickly and safely in an emergency.
2. Ensure that shields are in place before operating the machine.
3. Push the mower in a forward direction only.
4. When stopping to pick up debris, cut the throttle to idle so that the mower cannot roll away.
5. Set the mower on the highest cutting level when operating it on rough terrain.
6. Do not operate a push mower with your back bent; this can cause back pain and injuries.
7. Stop the mower if you hit an object. Then, inspect the blade and service the machine, if necessary.
8. Never leave a running mower unattended.

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 properly in place.
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.

Tractors

1. Drive at slow speeds to retain control and maintain the ability to stop suddenly. Reduce your speed when turning and breaking.
2. Perform regular maintenance per the manufacturer's instructions.
3. Use a wide wheel track on hillsides and sloped ground.
4. Put on the parking brake before dismounting.
5. Never leave a tractor in a position where it can roll, where it is jacked up or with the starter key in the ignition.
6. Dismount every hour for five to 10 minutes to avoid strain injuries.
7. 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.
8. Make sure that the control lever is easily reachable while sitting to reduce the risk of a PTO injury.
9. 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.
10. Fit attachments according to manufacturer's instructions only.
11. Only attach implements to the draw bar or mounting points provided by the manufacturer.
12. Check the safety pins on towed lift wing implements regularly for wear and tear.
13. Ensure that all towed implements guards are in place before operating the tractor.
14. Never adjust or perform work on implements when they are in motion.

Weed eaters / Edgers / Hedge Trimmers

1. Check the instruction manual and receive the proper training before operating the machinery.
2. Inspect the equipment before use. Note that the safety guards are in working order and are not damaged. Check for loose screws or bolts. Replace any parts that are broken or damaged. Sharpen the blades, if needed.
3. Clear the area of stones, debris, garbage and fellow employees.
4. Wear long pants, long-sleeved shirts, eye protection (goggles or safety glasses), ear protection (earplugs or earmuffs), non-slip gloves and steel-toed boots with non-slip soles.
5. Pull back long hair and remove any hanging jewelry that could get caught in the equipment.
6. Carry the tool to the desired location by the front handle with the cutting blades behind you.
7. Do not remove any of the safety equipment on the tool while it is in use.
8. Hold the tool with both hands, grasping the handles with your fingers tightly.
9. Position your body away from the engine fumes to avoid inhalation.
10. When using electric models, keep the cord away from the blades to avoid cutting it.

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.

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.

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 work boots.
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.

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. Equipment straps or chains with proper weight ratings should always be used.
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.
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.
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.

Environmental Safety Precautions

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 911 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.

Cold Weather Illnesses

1. Exposed skin freezes within one minute at -20°F when the wind speed is five miles per hour (mph), and will freeze at 10°F if the wind speed is 20 mph. When skin or clothing is wet, injury or illness can even occur at temperatures above freezing (32° F). When the body is unable to warm itself, hypothermia and frostbite can set in, resulting in permanent tissue damage and even death.
2. Watch for the following signs of cold-related illnesses:
 - a. Uncontrollable shivering
 - b. Slurred speech
 - c. Clumsy movements
 - d. Fatigue
 - e. Confused behavior
3. Layer clothing to keep warm enough to be safe, but cool enough to avoid perspiring excessively.
 - a. Inner layer – synthetic weave to keep perspiration away from the body.
 - b. Middle layer – wool or synthetic fabric to absorb sweat and retain body heat.
 - c. Outer layer – material designed to break the wind and allow for ventilation.

4. Wear a hat to avoid losing almost 40 percent of your body heat.
5. Place heat packets in gloves, vests, boots and hats to add heat to the body.
6. Watch out for the effects of cold temperatures on common body functions such as:
 - a. Reduced dexterity and hand usage
 - b. Cold tool handles reducing your grip force
 - c. The skin's reduced ability to feel pain in cold temperatures
 - d. Reduced muscle power and time to exhaustion

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 and management of your allergy so they can assist you in the event of an emergency.

Employee Acknowledgement Form

CMS Landscape 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 and the local community. 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 federal, state, local and policies and procedures. Failure to comply with these policies may result in disciplinary action. Respecting this, CMS Landscape will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, CMS Landscape 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 every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds us all in higher regard with customers and increases productivity.
4. Management is responsible for providing the safest possible workplace for employees. Consequently, we are committed to allocating and providing all of the resources possible 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 will set an example with a 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.

Everyone at CMS Landscape 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 the CMS Landscape Safety Manual. I have read and understood all policies, programs and actions as described, and agree to comply with these set policies.

Employee Signature

Date