

SAFETY REQUIREMENTS

1.0 PURPOSE

The purpose of this policy is to provide safety requirements for civic employees, contractors and sub-contractors involved in tree care activities for the City.

2.0 OBJECTIVES

The objectives of the policy are as follows:

- 2.1 To provide employees with the necessary safety training.
- 2.2 To prevent accidents on the job.
- 2.3 To protect the public from possible injury around construction sites.
- 2.4 To ensure that employees follow the requirements specified in the Occupational Health and Safety Manual.

3.0 DEFINITIONS

Tree - A woody plant with one or more stems and a minimum calliper width of 2.5 centimetres and a minimum height of 1.5 meters.

Public Land - Any real property owned or controlled by the City of Regina including but without limiting the generality of the foregoing, any real property the City of Regina is granted access to under a tree planting easement.

Public Tree - Any tree located on public land including parks, boulevards, medians, bufferstrips and naturalized areas.

Contractor - Includes any private company contracted to work on public land.

4.0 RESPONSIBILITY

- 4.1 The Superintendent of Urban Forestry is responsible for ensuring employees are aware of their responsibilities under the Occupational Health and Safety Regulations Manual and for seeing that employees attend relevant Occupational Health and Safety courses.
- 4.2 The Arborist is responsible for ensuring the safety of forestry employees on site.

- 4.3 The Superintendent of Urban Forestry and the Arborist should be familiar with the relevant sections of *The Occupational Health and Safety Act and Regulations* that pertain to forestry operations.
- 4.4 It is the responsibility of all employees to familiarize themselves and adhere to all safety regulations pertaining to their duties.
- 4.5 It is the responsibility of employees to know the procedures they should follow when they are involved in or witness to an accident on the work site.
- 4.6 It is the responsibility of the Sask Power Corporation for either pruning trees or hiring a certified contractor to prune trees that are within three meters of an overhead line.
- 4.7 The Administration is responsible for ensuring that employees receive the training required to perform their duties.
- 4.8 The Arborist and the Community Services Training Officer are responsible for ensuring that employees are adequately trained to operate the equipment they use on the job.
- 4.9 Employees are responsible for checking their equipment on a daily basis and reporting any problems to the Arborist.
- 4.10 The Municipal Engineering Department is responsible for inspecting and approving temporary street closures or restrictions on arterial routes, collector streets or downtown streets.

5.0 PROCESS

- 5.1 The Superintendent of Urban Forestry and the Arborist shall determine the training required for each employee.
- 5.2 The Arborist and the Community Services Training Officer shall ensure that all employees are adequately trained and certified to operate the equipment they use.
- 5.3 The Arborist shall ensure employees have the necessary safety equipment to wear and the safety materials they require for various work sites.
- 5.4 Employees shall set up the perimeter of the work site under the supervision of the Arborist or set up the work site and then obtain the approval of the Arborist before proceeding to perform the required work.

6.0 SAFETY REQUIREMENTS

The following safety requirements apply to City employees and private construction companies engaged in planting, maintaining, repairing and removing trees and cutting brush on public land.

6.1 Employees Training

- 6.1.1 Employees shall be trained in the proper use of the equipment they use.
- 6.1.2 Employees shall be certified by the Community Services Training Officer before operating equipment.

6.2 Personal Protective Equipment

- 6.2.1 Employees shall wear Canadian Standards Association (CSA) steel toed safety boots, work gloves or mitts, safety glasses or goggles, job specific hearing equipment, safety vest/shirt or safety coveralls and a CSA approved hard hat on site.
- 6.2.2 Employees shall wear respiratory, eye and skin protection when spraying.
- 6.2.3 Employees without the required safety gear shall not be allowed on the job site.
- 6.2.4 Employees shall wear chainsaw chaps and chainsaw gloves when using a chain saw.

6.3 First Aid

- 6.3.1 A first-aid kit shall always be available on the job site.
- 6.3.2 At least one member of a work crew shall have first-aid and CPR training.
- 6.3.3 Employees shall adhere to the Occupational Health and Safety Guidelines and any applicable City guidelines.

6.4 Traffic Control

- 6.4.1 Effective means of control of pedestrian and vehicular traffic shall be instituted on every job site where necessary according to the Municipal Engineering Department Manual for temporary traffic control.

6.4.2 The public shall be informed of any traffic disruption prior to major work commencing.

6.5 Fire Protection

6.5.1 Flammable liquids shall be stored, handled and dispensed only from metal containers or approved safety cans.

6.5.2 Smoking is prohibited when handling or working around flammable liquids.

6.5.3 Gasoline-powered equipment shall be refuelled only after it has stopped and should not be operated within ten feet of a refuelling area.

6.6 Equipment Maintenance

6.6.1 Routine equipment maintenance shall be conducted as scheduled.

6.6.2 Employees shall perform circle checks each day before operating equipment.

6.6.3 Any repair work required to equipment shall be reported to the Arborist or repair garage immediately.

6.7 Pruning

6.7.1 Employees shall receive training in basic pruning skills before they are allowed to prune.

6.7.2 A hard hat, safety glasses or goggles, work gloves/mitts and steel toed safety boots shall be worn at all times when pruning.

6.7.3 Employees shall not work overhead with pruning equipment for more than five minutes at a time.

6.7.4 Employees shall never cut a branch which is directly overhead.

6.8 Tree Planting

6.8.1 No holes shall be dug until all underground utilities have been located.

6.8.2 Hard hats shall be worn when working near overhead cranes, tree spades, front-end loaders, or bobcats.

6.8.3 When a construction site is located adjacent to a major arterial roadway a flashing sign board shall be used to notify traffic of potential hazards.

6.8.4 All trees shall be securely fastened to the truck during transportation.

6.9 Removing Trees

6.9.1 Employees shall check the tree and surrounding area for potential problems before removing a tree.

6.9.2 Employees shall rope off limbs before removing them from the upper portion of a tree where safety or property damage may be a concern.

6.9.3 Employees shall cordon off the entire site with cones and barricades before removing a tree.

6.9.4 Saws used for tree removal shall be sharp and operational.

6.9.5 The Arborist shall be present for the removal of trees higher than ten meters unless a major storm makes this impossible.

6.9.6 An aerial lift shall be used to remove trees over ten meters in height. The tree shall be de-limbed first.

6.10 Storm Damage

6.10.1 All aerial lifts shall be equipped with a high beam light to assist in night work.

6.10.2 All non-emergency work shall cease when winds exceed 60 kilometres per hour or when lightning is present.

6.10.3 Employees shall not work alone during a storm damage response effort.

6.10.4 Crews shall assess trees for any potential hazards before commencing work.

6.10.5 Crews working at night shall take a two-way radio with a phone capacity.

6.10.6 Crews shall not work on an unsafe tree until the potential hazard is secured.

6.10.7 Any hazardous tree that cannot be repaired immediately shall be adequately secured until the necessary work can be done.

6.10.8 Safety beacons shall be used during all work.

6.11 Electrical Hazards

- 6.11.1 Employees shall assume that all electrical wires and cables are energized and dangerous wires and must not be touched directly or indirectly.
- 6.11.2 The Occupational Health and Safety Regulations require forestry personnel to maintain a minimum of three metres from energized conductors.
- 6.11.3 If a branch is hanging on a power line, Sask Power shall be called. Insulated equipment must be used to remove it.
- 6.11.4 When ladders, platforms and aerial devices contact a live wire, they shall be considered energized and dangerous.
- 6.11.5 Emergency rescue shall only be attempted by properly trained persons familiar with electrical hazards.

6.12 Aerial Lifts

- 6.12.1 A safety harness shall be worn when operating an aerial lift bucket.
- 6.12.2 The combined load, including employees, material and tools shall not exceed the rated lift capacity as stated by the manufacturer.
- 6.12.3 Wheel chocks shall be installed before using an aerial lift.
- 6.12.4 A one-person bucket shall not have more than one person riding in it during operations.
- 6.12.5 Booms or buckets shall not be run into conductors, cables, poles, trees or other similar objects.
- 6.12.6 An aerial lift truck shall not be moved when the boom is elevated in a working position with someone in the bucket, except for equipment that is specifically designed for this type of operation.
- 6.12.7 Employees shall be instructed that even fully insulated buckets do not protect them from other electrical paths to the ground such as those through trees, guy wires, or from one phase wire to a second phase wire, any one of which can be fatal.

6.13 Brush Chippers

- 6.13.1 Employees shall be trained and certified before they operate a wood chipper.
- 6.13.2 Approved ear and eye protectors shall be worn when operating a chipper.
- 6.13.3 Loose fitting clothing, rings and watches shall not be worn by employees feeding the chipper.
- 6.13.4 The operator shall check to ensure that the safety shut-off bar is working before commencing work.
- 6.13.5 Operators shall check for pedestrian and vehicle traffic before commencing work.
- 6.13.6 Foreign material such as stones, nails and sweepings shall not be shovelled through the chipper.
- 6.13.7 The chipper shall not be left unattended while running.
- 6.13.8 The key shall not be left in the chipper when it is unattended.
- 6.13.9 The operator shall not stand directly behind the chute when feeding material through.
- 6.13.10 Branch material shall be pushed through the chipper with another branch and not with a shovel or a rake. Hands shall be kept well away from the chute.

6.14 Root Pruners and Stump Cutters

- 6.14.1 Operators shall wear approved eye, ear, head and safety foot wear when working with either a root pruner or a stump puller.
- 6.14.2 Underground utilities shall be located on the work site before commencing work.
- 6.14.3 Employees not directly operating the equipment are responsible for ensuring that the operator and passing pedestrians are kept safe.
- 6.14.4 Holes resulting from a root pruner or stump puller shall be immediately filled in with dirt or wood chips or safely cordoned off with cone barricades and plywood.
- 6.14.5 The immediate area shall be checked for obstacles before proceeding with work.

6.15 Hydraulic and Gasoline-Powered Chain Saws

- 6.15.1 Chainsaw operators must be trained and certified in the use of hydraulic and gasoline-powered saws before using them.
- 6.15.2 Hard hats, safety chaps, chain saw gloves/mitts as well as eye and ear protection shall be worn when operating any gasoline-powered saw.
- 6.15.3 The job site shall be secured before operating a saw.
- 6.15.4 Employees shall not carry a chainsaw by hand while climbing, but instead should have it lifted up by a rope or handed up by someone on the ground.
- 6.15.5 The overhead operation of a chainsaw is prohibited.
- 6.15.6 Gasoline-powered saws shall not be refuelled while running. Hot saws must be permitted to cool for three minutes before refuelling.
- 6.15.7 Smoking around gasoline-powered saws is prohibited.
- 6.15.8 Cut with the middle of the blade, not the tip, which will kickback.

6.16 Power Hand Tools

- 6.16.1 All portable electric hand tools shall be equipped with a grounded three-prong cord, be double insulated, or connected to the power source through an isolated transformer.

6.17 Vehicle Safety

- 6.17.1 When a truck with obscured rear vision must back up, the driver shall obtain outside guidance.
- 6.17.2 Employees shall store all materials carried on vehicles so that they do not fall off the truck during transit.
- 6.17.3 Employees shall not ride outside or on top of a truck unless this is required for the job, such as in spraying.
- 6.17.4 Employees shall not leave vehicles unattended while the motor is running.
- 6.17.5 Wood chips shall not be left in truck beds for extended periods of time due to spontaneous combustion.

6.18 Lifting

6.18.1 Employees shall crouch as close to the load as possible keeping their legs bent at an angle of about 90 degrees. Then keeping their back as straight as possible, lift with their legs, not their back.

7.0 COMMUNICATION

7.1 The Urban Forestry Superintendent shall notify the appropriate employees of safety seminars related to forestry equipment.

7.2 The Safety Officer shall notify The Urban Forestry Section of upcoming safety courses.

7.3 The Community Services Training Officer shall notify the Arborist when he is conducting safety courses and/or certification.

