

## CEMETERY OPERATIONS SAFETY AUDIT/SURVEY TOOL

### Injury prevention during soil compacting and other cemetery operations

**Instructions:** This is a scored pro-active safety auditing tool designed for periodic use to reduce high risk behaviors and increase safe behaviors. “Yes” answers should be scored at (1) and “No” answers should be scored at (0). In the corrective action column, either a time frame for completing the correction or the actual date corrective action was completed should be noted. Check the “NA” column if this item is not applicable. Total and track audit scores over time to track up or down trends along with tracking the number of incidents, accidents and injuries sustained.

The Wacker is a 160# gas-powered tool designed to tamp down and compact loose soil. This tool is used to tamp down the top layer of soil in a new gravesite about five inches below the surface in preparation for sod placement. These tools are loaded in a pick up bed and then carried up to 75 yards to a gravesite.

Recommended best practices for use of this extremely heavy tool would be to minimize lifting risks by storing it on a cradled small trailer attached to a 4-wheeler. This would also minimize moving the tool in a heavy awkward lift from the pick up to the gravesite. When applicable (cold weather) the tool should be started and warmed up in the shop – enabling a quick pull start at the worksite. Proper personal protective equipment must be used with this tool.

Task/Job Part – Proper Training	Yes	No	Corrective action date	NA
All training completed with passing scores in a timely manner				
All training properly recorded				
All job specific training and new employee safety orientation completed				
All job specific training and new employee safety orientation completed for seasonal workers				

Task/Job Part – Human Resources	Yes	No	Corrective action date	NA
Personnel policies applied in a consistent manner				
Fairness – all employees treated the same				
Progressive discipline in place with emphasis on worker integrity and accountability				
Sexual harassment training completed				
Other				

Task/Job Part – Customer Relations and Service	Yes	No	Corrective action date	NA
All incidents or accidents involving customers reported and recorded <ul style="list-style-type: none"> <li>✓ At the time of an accident or incident, there is no admission of liability on the part of the municipality</li> <li>✓ All appropriate public safety and EMS agencies were notified</li> </ul>				
Customers are treated in a polite manner and customer requests and needs were promptly addressed				
Any customer complaints were responded to in a timely manner and corrective action taken				
Other				

Task/Job Part – Use of Personal Protective Equipment (PPE)	Yes	No	Corrective action date	NA
8" hard toed work boot				
Hearing Protection				
Safety eye wear				
Heavy leather work gloves				
Coverall/equivalent coverage (sun, insect bite/sting protection)				

Task/Job Part – Proper work practices & lifting technique	Yes	No	Corrective action date	NA
Proper position and technique				
2 or more workers if load is more than 50#				
No lift above waist level				
Use of effective assistive lifting device if applicable				
Lifting minimized - proper machine storage on trailer behind 4-wheeler & equipment is driven as close as possible (within 15' of worksite)				

Task/Job Part – Minimizing field engine start up strain	Yes	No	Corrective action date	NA
Wacker is equipped with electric start or is pre-warmed up and started in shop with electric push-button start				

Task/Job Part – Proper field use	Yes	No	Corrective action date	NA
Wacker is used with 2 trained workers in proper position and with proper PPE				

Task/Job Part – Proper Loading Technique	Yes	No	Corrective action date	NA
2 workers with minimal carry and less than waist high lift				

Task/Job Part – Proper use of incident reporting forms & logs with proper recording	Yes	No	Corrective action date	NA
All worker injuries reported to supervisor and recorded				
All worker accidents involving property, chemicals reported and recorded				
All “near misses” reported to supervisors and recorded				
If a reporting program was in place, all hazards and potential hazards reported and recorded				
A workers compensation claim was filed if a) an injury involved lost time, b) medical care with costs, or c) the worker requested a claim be filed				

Task/Job Part – Safety Meetings and Records	Yes	No	Corrective action date	NA
Periodic safety meetings attended with training and or incident investigations and corrective action taken				
All records associated with safety meetings properly maintained				

Task/Job Part	Yes	No	Corrective action date	NA

**TOTAL SCORE**

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_