

URBAN FORESTRY SAFETY AUDIT/SURVEY TOOL

Workplace Injury Prevention during Urban Forestry 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

Urban forestry presents a multitude of opportunities for serious injuries due to the potential for heavy, repetitive lifting, working above ground and potentially out of position, falling objects on feet, ankles and into eyes, and using power pruning equipment in extended and in above the waist/shoulders position. Serious slips/falls are also a hazard, especially in winter conditions with ice and snow present.

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 new employees and seasonal employees completed a new employee general safety orientation				
All new, temporary, and permanent employees completed job specific safety training				

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 prevention training completed				
Other				

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 – 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"> ✓ At the time of an accident or incident, there is no admission of liability on the part of the municipality ✓ All appropriate public safety and EMS agencies were notified 				
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 – Proper Lifting Technique	Yes	No	Corrective action date	NA
Proper position				
2 or more workers if load is more than 50#				
No lift above waist level				
Use of effective assistive lifting device if applicable				

Task/Job Part – Completion of All Certifications	Yes	No	Corrective action date	NA
All certifications completed and current, required CEUs completed				

Task/Job Part – Use of Personal Protective Equipment (PPE)	Yes	No	Corrective action date	NA
Use of 8” high heavy work boot with a hard toe				
Use of heavy work gloves or heavy rubber gloves if needed				
Use of face shields, eye protection				
Use of level “D” protection, coveralls or pants, long-sleeve shirt				
Use of fall/slip protection such as “Get a Grip Advanced” slip on cleats or other non-slip device				
Use of hard hats and safety vests in work zones, and around heavy equipment				
Use of back belts on heavy equipment if on rough roads and during manual lifting operations				
Use of hearing protection as needed (>85decibels)				

Task/Job Part – Urban Forestry Operations	Yes	No	Corrective action date	NA
Completed all weekly/monthly risk management checklists for all heavy equipment and all repair/maintenance completed <ul style="list-style-type: none"> ✓ Aerial bucket trucks ✓ Chipper equipment ✓ Grapple trucks for log lifting/hauling ✓ Trailers ✓ Loaders other tractors 				
Completed all weekly/monthly maintenance and repair checklists for power hand tools, chain saws, other hand tools, with corrective action as needed				
Safety communication with aerial and ground operations 100% of the time				
Proper personal protective equipment used 100% of the time				
Proper technique for pruning and use of power pruning equipment in proper position to prevent shoulder and back injuries 80% of the time				
Proper lifting technique, with no lift per person more than 50 pounds, or above the waist				
Proper personal fall protection used when required 100% of the time				
Proper three point contact used to enter and exit heavy equipment, with no jump off to ground upon exiting				

Task/Job Part – Urban Forestry Operations	Yes	No	Corrective action date	NA
Backing Equipment/Trucks ✓ When vision is obstructed use of staff as spotter(s) 100% of the time ✓ Use of all safe driving practices, speed matched to visibility and conditions, obey all traffic laws, safe routes where vehicle will not be caught in a traffic or train traffic hazard				
Other?				

Task/Job Part – Reducing Liability in Urban Forestry	Yes	No	Corrective action date	NA
All trees inventoried				
All trees inspected				
Program for tree maintenance in place ✓ Regular trimming and pruning ✓ Complete records kept				
Diseased and dead trees removed				
Complete and accurate records of all operations				

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	Yes	No	Corrective action date	NA

TOTAL SCORE

Signature _____

Print Name _____

Date _____