



SAFETY TRAINING PROCEDURES

GROUNDS KEEPING

REVISED September 2020



ADMINISTRATIVE PROCEDURES

SAFETY TRAINING POLICY AND PROCEDURES

Purpose /Policy

The City of Jackson requires all full-time and part-time employees, new hires included, to be trained in the handling of City heavy equipment, vehicles, mowers, heavy & light power tools, personal protective equipment (PPE), and equipment/tools utilized to perform the job duties for the purpose of annual training.

I. Background

The Groundskeeping Department, located at 75 A Wisteria, has issued the following equipment, power tools, etc

Mower

Weed Eater

Chainsaw

Gator

Pole Saw

Blower

Hedge Trimmer

Personal Protective equipment

Safety glasses

Gloves

Ear protection

Reflective safety vest

Etc.

II. Procedure

Requirements to operate...

Zero-turn Mower

1. All employees of the Grounds keeping Department shall be trained sufficiently to meet the standards set by the City of Jackson and the Grounds keeping department. All employees must have annual training on how to operate zero-turn, minimum of 2 training hrs.
2. New hires will train for a minimum of 4 hours or until the supervisor is confident in the employee's proficiency before operating equipment.
3. Annual safety training on equipment will be conducted yearly.
4. There will be daily walk-a-round checklist for inspection of equipment prior to the day's use of the equipment. This checklist shall be kept on file. All City vehicles, heavy and mobile equipment shall be scheduled for regular periodic maintenance by the City Garage

III. Certification of Training

After remedial training, if an employee fails to qualify and cannot properly, safely, or comfortably use any of the required equipment, vehicles, or power tools, assigned to their job, the employee shall be given 30 day- period to qualify in certification. If after this 30 day period, the employee does not achieve the proper certification in training and the supervisor observes the employee cannot perform the job they were hired for, the employee is subject to disciplinary action up to and including termination for failure to meet standards.

The department shall maintain certification/training log for each employee. The log shall consist of the following:

- Employee's name, position title and list of equipment, tools or vehicles assigned to the employee;
- Certification/training hour forms;
- Inspection forms of equipment, tools or vehicles;
- Training sign-in sheets and all sign-in sheets must contain the following:
 - Name of training;
 - Instructor(s) name(s) who conducted the training
 - Date and time of training;
 - Location of training;
 - Signatures of all employees in attendance for the training;
- Supervisor's approval of the employee's ability to perform his/her duties safely, accurately and efficiently as assigned to them.
- Sign-in sheets for trainings shall be kept as pertains to OSHA record keeping retention rules.
- Copies of all training sign-in sheets shall be sent to the Safety Officer in Risk Management.

IV. Condition of Vehicles, Equipment, and/or Power Tools

Employees assigned tools, equipment, or vehicles shall keep all in good serviceable condition.

All tools, equipment, or vehicles shall be inspected daily.

All tools, equipment, or vehicles may be subject to inspection by any of the employee's supervisors at any time. Supervisors should plan periodic inspections and document their findings.

Failure to inspect, maintain or report any damage or problems with any assigned tools, equipment, or vehicles may result in disciplinary action.

Upon inspection of tools, equipment, or vehicles, there is evidence damage, the following procedures apply:

The employee shall notify his/her supervisor.

The employee shall complete an Accident/Incident Report (AIR) form. The supervisor shall sign the form and send it to Risk Management.

Pictures should be taken of the damage. Any documentation, such as previous inspection forms should be included and all sent with the AIR form to Risk Management.

In the event to damage to tools, equipment, or vehicles is determined the damage was a result of the employee's negligence, the employee may be subject to disciplinary action.

Review of Policy and Procedures

The Department Head will review the Safety Training Policy & Procedures annually and revise as necessary.

Self-Cancellation

The Safety Training Policy & Procedures will remain in force until revoked or superseded by competent authority.



MOWER REPORT

DATE _____ EQ # _____ TIME: START _____ STOP _____

CHECK BELTS CHECK ALL FLUIDS WALK AROUND CHECK WATER

CHECK DAILY

REPORT ANY PROBLEMS WITH EQUIPMENT

GREASED

HOURS IN _____

HOURS OUT _____

DRIVER _____ DEPT _____

SHOP TIME: IN _____ OUT _____

REASON IN SHOP: _____

COMMENTS;

DAILY TRUCK REPORT

DATE _____ EQ # _____ TIME: START _____ STOP _____

CHECK TRUCK () CHECK LIGHT () CHECK ALL FLUIDS ()

CHECK HYDRAULICS () SELF INSURANCE CARD ()

CHECK DAILY

REPORT ANY PROBLEMS WITH EQUIPMENT

GREASE WEEKLY

GREASED ()

MILEAGE IN _____

MILEAGE OUT _____

TOTAL MILEAGE _____ FUEL _____

SECTIONS WORKED _____

DRIVER _____ CO-DRIVER _____

SHOP TIME: IN _____ OUT _____

REASON IN SHOP: _____

COMMENTS;

SWEEPER REPORT

CHECK DAILY

DATE _____ EQ # _____ TIME: START _____ STOP _____

CHECK OIL (FRONT & REAR ENGINES) ()

CHECK HYDRAULIC FLUID ()

CHECK COOLANT FRONT & REAR ENGINES ()

CHECK ALL BELTS/ HOSES ()

CHECK AIR FILTER RESTRICTION GAUGE ()

CHECK ALL LIGHTS ()

CHECK TIRES ()

CHECK VACCUM HEAD ()

INSPECT SPRAY NOZZLES & WATER LINES ()

CHECK HOPPER DOOR SEAL ()

CLEAN WATER FILTER ()

CHECK CENTERBOARD POSITION ()

CHECK BROOM WEAR AND PATTERN ()

WASH TRUCK AFTER USE ()

REMOVE WATER DRAIN PLUG AFTER SHIFT ()

TAKE PRIDE IN THE JOB YOU DO

MILES IN _____

HRS FRONT ENGINE IN _____

MILES OUT _____

HRS FRONT ENGINE OUT _____

TOTAL MILEAGE _____

HRS REAR ENGINE IN _____

HRS REAR ENGINE OUT _____

DRIVER _____

FUEL _____

SHOP TIME: IN _____ OUT _____

REASON IN SHOP: _____

COMMENTS;

WALK-AROUND TRAINING RECORD				
Date	Name	Trainer	Department	Equipment Type

Employee

I have read and understand the equipment manual: YES NO
 I understand all inspection requirements: YES NO

Employee Signature: _____

Date: _____



City of Jackson

Record of Equipment Training/Qualification Form

EMPLOYEE NAME: _____ LOCATION: _____

EQUIPMENT TYPE: _____ DATE: _____

Hours Trained for Qualification

FORM INSTRUCTIONS

Equipment Walk-Around Procedures:

- The walk-around procedure must be completed prior to on-the-job training.
- All walk-around procedures are equipment specific.
- Upon completion of the walk-around, the trainer will fill out the Walk-Around Training Record and place in employee's personnel file within the department.

On-The-Job Training Procedures:

- A qualified equipment operator (trainer) shall work with the employee on the operations of the specific equipment being used.
- As the training occurs, the trainer will document the employee's training hours and progress and fill out the On-The-Job Training Record.

Training Sign-Off: The supervisor will review the training record and sign off indicating the employee is ready for evaluation.

Qualification Sign-Off: The supervisor will evaluate the employee's performance using a Supervisor Evaluation/Check Sheet form to the specific equipment and then sign this form recommending or not recommending the employee for qualification.



City of Jackson
Record of Equipment Training/Qualification Form

EMPLOYEE NAME: _____ **LOCATION:** _____

EQUIPMENT TYPE: _____

<p>Hours Trained for Qualification</p> <p>_____</p>

I, _____ have received adequate training to safely and efficiently operate the above equipment.

Employee Signature

Date

Supervisor Signature

Date

Department Head Signature

Date