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Auburn Universities*

# A Safety Management Plan for the Green Industry

**Dr. Jesse C. LaPrade**  
*Extension Agricultural Safety Specialist*

Alabama A&M and Auburn Universities • [www.aces.edu](http://www.aces.edu)



# Your Very Own Safety Management Plan

## Why should my business have a safety management plan?

Each Alabama agricultural business with one or more paid workers should have a farm safety management plan. All agricultural businesses with one or more gainfully employed workers are subject to Occupational Safety and Hazard Act regulations. Federal law requires all employers and businesses to provide a safe working environment for those workers. You may review OSHA regulations online at <http://www.osha.gov>.

Any business under OSHA regulations is subject to fines and regulatory action if there are unsafe conditions at any workplace or if any employee has been injured or killed from such circumstances.

This program will accomplish the following:

- Reduce injuries and fatalities in your operation
- Reduce liability of the business entity such that all workers will have been trained on safe practices on a

specific operation, a specified responsible representative in your operation has been designated to answer any questions about safety at any time, and all pertinent safety rules have been posted at a specified location for all workers to review as needed

Safety rules reduce fatalities and serious injuries if owners, managers, and workers embrace the rules and the overall concept of safety. The two categories of rules are **general** and **specific**. General rules apply to all workers, while specific rules apply to certain tasks, such as operating a mower or working in the shop. Some employees will need to heed all the rules, and others assigned to more specialized tasks only will follow the rules that apply to those tasks.



# Your Own Safety Management Plan

## What should my plan include?

All rules for each specific business must be customized by each business owner or manager. Each operation has different tasks and performs each task differently. Each designated safety trainer will need to review all rules once or twice annually, deleting those that no longer apply and adding new rules to cover all new ways of doing tasks. This can be modified based on the safety history of that particular operation and the way tasks are currently being performed. All workers should be asked to provide input in making changes in all safety rules, and managers should provide an incentive for them to do so. It is suggested that a Christmas bonus be provided to workers who practiced good safety and had no serious injury during the year or specified time period. A certificate could be given to all workers who suggested rule changes that were put in place; this indicates that these workers take safety seriously.



# Your Own Safety Management Plan

## Where can I find more information?

Extension is offering a list of rules to get all managers and owners started, but please make sure you review your rules at least annually and update as needed. The list of general safety rules will need less revision than the specific task rules, but be sure you look at all of your safety rules on a regular basis. This could be a good activity for your safety manager during a subsequent meeting with the employees. It could serve as a review of the rules by the workers while allowing them to provide input on any needed or obsolete rules. This meeting should be **documented with records kept in your safety file for future reference.**

Don't forget to correspond with your Alabama Cooperative Extension System County office for updates on safety training literature, training events, and workshops available to you and your workers. A comprehensive list of training materials is available to all Ala-

bama agricultural businesses at your county office or from Auburn University at [www.aces.edu/farmsafety](http://www.aces.edu/farmsafety).

**Contact Dr. Jesse LaPrade at Auburn University for any agricultural safety training needs.**

**108 Duncan Hall  
Auburn University, AL 36849  
Office: (334) 844-5533  
Cell: (334) 707-9534**



# Your Own Safety Management Plan

Included in this packet are blank forms that you can use to document your effort and reduce your liability. These forms can be used as they are or as a guideline for creating your own forms. A list of safety rules, both general and specific, can be found on the Alabama Cooperative Extension System safety Web site. For assistance in developing a safety management program, please contact your county Extension office or Jesse LaPrade.

You may copy these rules and post them on site for all workers to review as needed. Also provide them to newly hired workers when they are trained for the first time. It is recommended that this signed form and a copy of written training material provided to the worker be clipped together and kept on file, perhaps in a file titled *Worker's History* under the heading Safety Training (This is an OSHA requirement).

This program will be on the Extension Web site for you to access as needed. You are not alone in this effort; the Alabama Cooperative Extension System is committed to helping all Alabama agricultural businesses reduce fatalities and serious injuries. The Web site will also include safety training literature updated on a regular basis. Visit <http://www.aces.edu/farmsafety> for more information.

**Safety never goes out of style or becomes obsolete.**



# Your Own Safety Management Plan *Forms*

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 **Safety Management Plan**

Name of business: \_\_\_\_\_

Date of enactment: \_\_\_\_\_

**Statement of Purpose**  
To prevent the loss of life, property, and revenue on above named business

**Statement of Commitment**  
All employees will be trained on safe use of equipment, proper attire, and proper work environment to reduce risk of fatality and serious injury to all workers on above named business.

\_\_\_\_\_

The manager, Mr. / Ms. \_\_\_\_\_, is responsible for training all workers about safety. See \_\_\_\_\_ for help or questions about all safety issues on or pertaining to this business.

Approved by \_\_\_\_\_, Manager of LLC

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This is an example of what your safety management plan document may look like. Download this presentation as a PDF and this form will be included to use as your safety plan, or you can use this as an example to create your own specialized plan.



# Your Own Safety Management Plan *Forms*

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**Safety Management Plan**

## Employee Training Verification

**Name of business:** \_\_\_\_\_

Mr. / Ms. \_\_\_\_\_, a newly hired worker, was trained verbally on operational safety and was given written information of which a copy is on file, on \_\_\_\_\_, and this is verified by \_\_\_\_\_ (trainee, please sign)

The safety instructor is Mr. / Ms. \_\_\_\_\_, safety manager for this business. Any questions about safety issues will be handled by \_\_\_\_\_.

\_\_\_\_\_  
Trainee verification

\_\_\_\_\_  
Instructor verification

This document acknowledges that training was conducted as specified.

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This is the second document needed for your farm safety management plan. The employee training verification document can be downloaded and used when training new employees and updating current employees on farm safety issues.



# Your Own Safety Management Plan *Rules*

Your own safety management plan will include certain safety rules. Here we have collected a list of general safety rules as well as specific sets of rules such as electrical and fire safety rules. You can download these rules and use them as they are, or you may want to develop a set of rules that is more specialized for your individual needs.





# GENERAL SAFETY

1. Smoke only in designated or nonposted areas.
2. Do not consume alcoholic beverages and nonprescription drugs on the job.
3. Report all on-the-job injuries promptly to the proprietor or designated safety manager.
4. Carry firearms only with the proprietor's permission.
5. Maintain order in your work area.
6. Report hazardous conditions promptly.



7. Always follow all safety precautions.
8. Keep tools, equipment, and chemicals in the proper place to reduce clutter.
9. Know where you can get help, if needed.
10. No horseplay is allowed on the job.





# GENERAL SAFETY

11. Always bend your knees when you lift objects, and get help with heavier loads.
12. Wear personal protective equipment (PPE) if the job requires it.
13. Wear hats, long-sleeved shirts, and trousers for outdoor work.
14. Know where first aid equipment is located.
15. Do not perform emergency repairs unless authorized to do so.



16. Wear clothing appropriate for the temperature and weather conditions.
17. Secure all gates and doors properly.
18. Secure equipment and go inside during lightning and thunderstorms.
19. Be particularly alert during tornado season.



# ELECTRICAL SAFETY

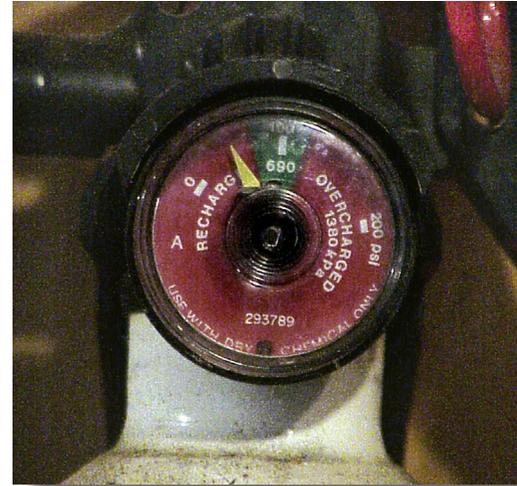
1. Make sure electrical power tools are grounded properly. Ground-fault circuits are preferred in work areas where power tools are used.
2. Inspect power cords for safety and serviceability before use.
3. Do not attempt electrical repairs unless you are qualified to do so.
4. Unplug electrical equipment using the plug, not the cord.
5. Know the location and proper use of electrical disconnects or breakers.
6. Keep equipment far away from overhead power lines.
7. Use nonconducting ladders when working near electrical energy sources (power lines, transformers, etc.).
8. Tag faulty electrical tools and place them in the repair basket.
9. Ensure proper clearances when moving machinery under power lines.
10. Enlist the help of a spotter if equipment, such as a bucket lift, must be raised near power lines.
11. Never use electrical power tools while standing in mud or water.
12. ASK if unsure about electrical safety.





# FIRE SAFETY

1. Post “NO SMOKING” signs in fire-sensitive areas, such as gasoline storage areas.
2. Keep all signs visible and in good repair.
3. Keep vegetation away from fire-sensitive areas, such as fuel tanks and buildings.
4. Label all flammable materials.
5. Keep flammable liquids in approved containers for transport or storage. Secure fuel containers during transport.
6. Do not allow combustible trash to accumulate.



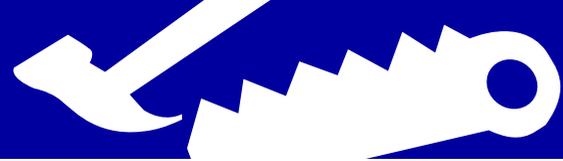
7. Make sure fire fighting devices are fully charged and conveniently located. Fire extinguishers must be the proper type to be effective.
8. Never fill gas tanks so that they run over.
9. Keep combustible materials away from your clothes.



# FIRE SAFETY

10. Stop engines before refueling.
11. Store oxygen and acetylene tanks separately and in a secured, upright position.
12. Keep safety caps in place on tanks until use.
13. Have fire protection available when welding or cutting.
14. ASK if unsure about fire safety.





# TOOL SAFETY

1. Use the proper serviceable tool for the job.
2. Do not use cheater bars/pipes on wrenches.
3. Use the proper size wrench/socket if available; adjustable wrenches are secondary tools and should be avoided.
4. Never remove safety guards/shields from power tools.
5. Do not use a power tool you are unfamiliar with or one which you have not been trained on.
6. Place unservicable tools in the repair basket and inform the proprietor of your action.
7. Use only serviceable ladders, and inspect them before use.
8. Never lay a tool on the ground while in the field—it will be lost.
9. Keep power tools out of the path of vehicles.
10. Wear eye protection when grinding, sharpening, cutting, or when working with plant material or pesticides.
11. ASK if unsure about the use of a tool.



# MACHINERY SAFETY

1. Never operate equipment unless you have been trained to do so.
2. Do NOT allow others to ride on equipment you are operating at any time.
3. Make sure equipment is stopped before attempting to clean, unclog, service, or repair.
4. Keep all guards in place.
5. Read and follow equipment manuals.



6. Always use the equipment manual or lubrication order when servicing equipment.
7. Lower all attachments before working on a machine.
8. Use safety blocks and jacks when suspending parts of machinery; using a jack alone is unsafe.



# MACHINERY SAFETY

9. Perform a safety check before using equipment.
10. Use care when mounting or dismounting equipment.
11. Check on-board fire fighting devices.



12. Use extreme care when operating around ditches and embankments.
13. Make sure rollover protection structures (ROPS) are properly secured on all heavy equipment, such as compact tractors.
14. Use the operator seat belt only when ROPS are present.
15. Check behind vehicles before backing.



# MACHINERY SAFETY

16. Use the safety cage when changing high pressure tires.
17. Shut equipment down and lower all ground engaged devices before leaving.
18. Do not wear loose or ragged clothing near rotating shafts or gear trains.
19. Modify equipment only with the manufacturer's approval.
20. Use extreme care when moving equipment on public roads.
21. Keep machinery off public roads at night unless equipment is lighted in accordance with state law.



22. Be watchful and maintain full control when entering a public roadway or when entering or leaving a field through gates.
23. Make no sudden turns while operating in road gear, and stay on the traveled portion of the roadway.
24. ASK if you have questions about machinery safety.





# TOXIC MATERIALS SAFETY

1. Collect, store and refer to the Material Safety Data Sheets (MSDS) which are shipped with most chemical compounds.
2. Make sure all employees who handle chemicals read the appropriate MSDS (Material Safety Data Sheets) before using.
3. Read warning labels on containers and do not remove them.
4. Wear recommended PPE (Personal Protective Equipment) when handling or applying agricultural chemicals and pesticides.



5. Be mindful of wind direction when preparing and applying chemicals, so that people and animals are not exposed.
6. Inventory leftover chemicals yearly and dispose of unwanted pesticides properly.
7. Notify homeowners when you are about to use chemicals. They should be aware to avoid the treated areas.





# TOXIC MATERIALS SAFETY

8. Avoid windy days when applying agricultural chemicals.
9. Keep all pesticides in their original containers with all labeling in place, and store them in locked and approved storage facilities.
12. If you have questions about toxic materials safety, ASK.

