

# **MAFES Horticultural Facilities**

## **AREA-SPECIFIC SAFETY TRAINING GUIDANCE**

Each University of Maine employee, Faculty, graduate student, and undergraduate shall take the University of Maine Basic Safety Training (<http://www2.umaine.edu/SEM/Training/BasicSafetyTraining/basicsafety1.htm>) on or before the first day of performing any work related task in the MAFES Greenhouses or The Lyle E. Littlefield Ornamentals Trial Garden, and annually thereafter. A record of the training shall be submitted to the Manager of Horticultural Facilities (Brad Libby). At that time the Manager of Horticultural Facilities will discuss the following topics using this guidance. When completed, the employee, Faculty, graduate student, or undergraduate will sign and date a record of this training confirming that he or she has received this area-specific training.

### **ACCIDENT PREVENTION SIGNS AND TAGS**

- Discuss any area-specific hazards signs or tags and precautions needed
- Examples
  - Eyewash/shower
  - Fire Extinguishers
  - Load limits (lofts)
  - Others

### **EMERGENCY ACTION PLAN, BLOODBORNE PATHOGENS AWARENESS, FIRE PREVENTION PLANS, FIRE EXTINGUISHER**

- \* Emergency Action Plan and Fire Safety Information:
  - Area evacuation, fire alarm system, and rally point information
  - Fire hazards within the work area
  - Protect combustibles and flammables from ignition sources.
  - Location and use of the phones in an emergency (911)
  - Location of First Aid kits
  - Locate and explain the emergency pathways map for your building(s).
  - Do not attempt to fight a fire unless you have been trained (Hands-on Fire Extinguisher Training).
  - Do not store items in front of fire extinguishers.
  - Location of all Exits
  - Do not touch anyone else's blood.
  - Call 911 if someone is bleeding and cannot help themselves.
  - Do not attempt to clean up blood or any other bodily fluid other than your own.
  - Do not attempt to help or move someone who has been injured, call 911.
- \* Do not attempt to clean up a chemical spill unless you have been trained.
- \* Location and use of all eyewash and safety shower stations
- \* Always notify the Manager of Horticultural Facilities if you discover a fire, chemical spill, oil spill, or blood or other bodily fluid.
- \* **WHEN IN DOUBT, CALL 911!!!**

## **PERSONAL INJURY AND REPORTING**

- Report all injuries or illness, no matter how minor, to the Manager of Horticultural Facilities.
- Discuss Heat Stress / Hypothermia.
  - Breaks
  - Proper Dress
  - Fluid replacement

## **CHEMICAL HYGIENE PLAN**

- A chemical hygiene plan is not required for the horticultural facilities as they do not contain laboratories.

## **REVIEW HAZARD COMMUNICATION CHECKLIST**

### **HAZARD COMMUNICATION, HAZARDOUS WASTE**

- \* Discuss area-specific Material Safety Data Sheets (MSDS) and Chemical Hazard information.
- It is the employee's "Right To Know" all physical and health hazards associated with the chemicals used in the work area.
- Location of current Chemical Inventory List and MSDSs
- How to obtain and use appropriate hazardous information
- Location of Hazardous Chemicals in the building(s)
- How to detect the presence or release of a hazardous substance
- Measures employees can take to protect themselves from a chemical exposure
- Personal Protective Equipment (PPE) for working with chemicals
- All containers that contain a substance (liquid or solid) shall be labeled (HMIS).
- Name of Chemical / Product fully written out
- Hazard(s) associated with the chemical
- Contact Manager of Horticultural Facilities prior to disposing of a chemical or any other material that could be a hazardous waste.
- Fluorescent lamps, rechargeable lithium, & automotive batteries, computer monitors, TV's, & Mercury Thermometers
- All Hazardous waste must be labeled with a properly completed "Hazardous Waste" label and properly stored.
- \* All persons must get approval from the Manager of Horticultural Facilities before bringing any hazardous material into any of the facilities. No pesticides may be used without a proper license and approval from the Manager of Horticultural Facilities. In addition, a Material Safety Data Sheet (MSDS) for every chemical must be provided to the Manager of Horticultural Facilities before or when it arrives on site.

### **PESTICIDE SAFETY (WPS Training)**

- \* Explain safe work practices when working with or around pesticides.
- \* Explain "Restricted Entry Interval" Signs.
- \* Discuss the benefits of personal hygiene when working with or around pesticides.

- \* Show the location of the Pesticide Application Board and how to properly read it.
- \* Pesticides shall only be applied by licensed applicators with approval of the Manager of Horticultural Facilities after they have provided a copy of their current license.

### **LADDER SAFETY / FALL PROTECTION**

- The nature of fall hazards that may be encountered in the work area
- Always use the “three point” rule. Three parts of your body should be in contact with the ladder at all times during climbing and use.
- The climber’s belt buckle should always be positioned between the side rails.
- The person climbing the ladder should face the ladder when ascending or descending.
- Only one person should be on a ladder at a time.
- The rungs of the ladder should be free from dirt and grease.
- The area around the ladder should be kept free from debris.
- Ladders must be on a firm footing and secured in place.
- Never move or “walk” a ladder while a person is on it, either as an action of the user or another person on the ground.
- Never use the top step of a stepladder.
- The correct load-carrying capacity and selection of ladders
- All ladders should either be Type IA (300 lbs) or Type I (250 lbs).
- Visually inspect the ladder prior to using it.
- Do not work in areas where the potential fall is greater than Four feet unless proper guarding or fall protection is used.

### **LOCK OUT TAG OUT (LOTO) AWARENESS**

- \* Detailed LOTO training is required for persons servicing equipment that requires isolation of the equipment’s energy source(s) through lockout and tag out procedures.
- \* Persons performing LOTO shall follow the procedure(s) in the written program.
- \* Show a LOTO device and/or a sign that states “Do Not Operate”. Explain if they see a piece of equipment with one or the other attached to it, they should not try to use that piece of equipment.
- \* If they find a piece of equipment that has a frayed cord or is not operating properly, they should notify the Manager of Horticultural Facilities and put that piece of equipment out of service immediately.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- \* Do not wear open-toed shoes at the MAFES Horticultural Facilities Including the Lyle E. Littlefield Ornamentals Trial Garden and the Roger Clapp Greenhouses.
- \* Dress appropriately for the work that you will be doing.
- \* Show where safety glasses, hearing protection, and gloves can be obtained.
- \* Demonstrate how to use the PPE.
- \* Use hearing protection when using a loud piece of equipment (i.e. Lawn Mower, String Trimmer, Tractor, etc...).
- \* Use safety glasses if there is a possibility of flying debris.
- \* Use safety goggles for when using chemicals.

- \* Refer to the PPE assessments or ask Manager of Horticultural Facilities if you are unsure what PPE you should wear.
- \* Use respiratory protection when exposed to airborne hazards. Exposure assessments must be performed to determine the appropriate protection. Medical monitoring, respiratory fit test, and training must be conducted.

### **MATERIAL HANDLING (LIFTING)**

- \* Lift with your legs, not with your back.
- \* Ask for help with large or heavy objects.
- \* Use mechanical assistance if possible.

### **SHOP SAFETY**

- \* Do not use a piece of equipment with a damaged cord.
- \* Use only Ground Fault Circuit Interrupter Outlets when plugging in electrical equipment. If a GFCI outlet is not available, use a GFCI adapter.
- \* Always use PPE when using powered tools.
- \* Put things back where they belong.
- \* Proper use of specific power tools will be explained before the use of each tool.
- \* Do not remove safety guards or bypass safety controls.

### **MISCELLANEOUS**

- \* Beware of hot steam pipes in the greenhouses; they are hot enough to burn you. They are located in various places including under benches, along the walls, and overhead. Individuals working around them should be wearing pants and a long sleeved shirt.
- \* No food, drink or tobacco products allowed in the Pesticide Storage Building.
- \* Clean up after yourself.
- \* Do not store items in front of electrical panels, fire extinguishers, or eyewash / safety shower stations.
- \* Work Area Security Measures
- \* You may only use the following equipment if you have been properly trained and use the proper Personal Protective Equipment.
  - Tractors
  - Mowers
  - Power Tools
  - Chain Saws

**MAFES Horticultural Facilities**  
**AREA-SPECIFIC SAFETY TRAINING GUIDANCE**  
**Training Record**

Trainee's Name (printed): \_\_\_\_\_

Trainee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager of Horticultural Facilities' Signature: \_\_\_\_\_ Date: \_\_\_\_\_