The Green Industry Self-Inspection Checklist
(landscape, tree care, lawn maintenance and irrigation)

This checklist was developed to assist employers in the green industry with compliance with MIOSHA standards. The items pertain to field work and garage/maintenance activities and include requirements from standards as well as “best practices.”

### GENERAL REQUIREMENTS

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<tbody>
<tr>
<td>1.</td>
<td>Is the required MIOSHA WORKPLACE POSTER displayed in your place of business where all employees are likely to see it?</td>
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<tr>
<td>2.</td>
<td>Are you aware of the requirement to report any work-related amputation, loss of an eye, or in-patient hospitalization of any employee to MIOSHA (844-464-6742) within 24 hours of the incident?</td>
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<td>3.</td>
<td>Are workplace injury and illness records being kept as required by MIOSHA?</td>
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<td>4.</td>
<td>Are you aware that the MIOSHA annual summary of workplace injuries and illnesses must be posted by February 1 and must remain posted until April 30?</td>
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<td>5.</td>
<td>Are you aware that employers with 10 or fewer employees are exempt from the MIOSHA recordkeeping requirements, unless they are part of an official Bureau of Labor Statistics (BLS) or state survey and have received specific instructions to keep records.</td>
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<tr>
<td>6.</td>
<td>As a business owner, have you demonstrated an active interest in employee safety and health by defining your company’s safety policy and communicating this to all employees?</td>
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<td>7.</td>
<td>Do you have a safety and health committee or group that allows participation of employees in safety and health activities?</td>
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<tr>
<td>8.</td>
<td>Does the safety and health committee or group meet regularly and document their activities?</td>
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<tr>
<td>9.</td>
<td>Do you provide required safety and health training for all employees? Do you maintain a record of the training, date it was conducted, and who provided the training?</td>
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<tr>
<td>10.</td>
<td>Do employees place their body beneath equipment, such as vehicles, machines, or materials supported only by a jack, overhead hoist, chain fall or other temporary single supporting means?</td>
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<tr>
<td>11.</td>
<td>Do employees do repair on trucks and other vehicles? If so, do you have a copy of MIOSHA Part 72, Automotive Service Operations available and have employees received training on the standard?</td>
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<tr>
<td>12.</td>
<td>Is the maintenance garage maintained free of trip hazards? Are tools and materials stored in an organized and safe manner?</td>
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### ELECTRICAL WIRING, FIXTURES AND CONTROLS

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<table>
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<tbody>
<tr>
<td>1.</td>
<td>Are you using a GFCI (Ground Fault Circuit Interrupters) when necessary?</td>
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<tr>
<td>2.</td>
<td>There are no electrical cords strung on pipes, nails, hooks, through doorways, etc.?</td>
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<tr>
<td>3.</td>
<td>Are all conduit, BX cable, etc., properly attached to all supports and tightly connected to junction and outlet boxes?</td>
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<tr>
<td>4.</td>
<td>Do employees conduct visual inspections of electrical cords for fraying, prior to use?</td>
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<tr>
<td>5.</td>
<td>Do employees doing tree trimming know and understand the safe distance for working near electrical energized conductor?</td>
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<tr>
<td>6.</td>
<td>Are metallic cable and conduit systems properly grounded?</td>
</tr>
<tr>
<td>7.</td>
<td>Are portable electric tools and appliances grounded or double insulated?</td>
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</table>
EXITS AND ACCESS

1. Are all exits visible and unobstructed?  
   “OK” ✔  “Action Needed” ☐

2. Are all exits marked with a readily visible sign that is properly illuminated?  
   “OK” ✔  “Action Needed” ☐

3. Are there sufficient exits to ensure prompt escape in case of emergency?  
   “OK” ✔  “Action Needed” ☐

4. Are doors easy to open or have panic hardware (no dead bolts, hooks & eyes, etc.)?  
   “OK” ✔  “Action Needed” ☐

5. Are exits clearly visible or are directions posted to easily identify the route?  
   “OK” ✔  “Action Needed” ☐

6. Are exit signs posted (6” letters)?  
   “OK” ✔  “Action Needed” ☐

7. Are emergency exits maintained clear of ice and snow?  
   “OK” ✔  “Action Needed” ☐

FIRE PROTECTION

1. Are fire extinguishers provided in adequate number, type and size for the work area?  
   “OK” ✔  “Action Needed” ☐

2. Are fire extinguishers recharged regularly and properly noted on inspection tag?  
   “OK” ✔  “Action Needed” ☐

3. Are fire extinguishers mounted in readily accessible locations?  
   “OK” ✔  “Action Needed” ☐

4. Are employees periodically instructed in the use of extinguishers and fire protection procedures?  
   “OK” ✔  “Action Needed” ☐

5. Is the location of extinguishers marked and accessible?  
   “OK” ✔  “Action Needed” ☐

6. Are extinguishers visually inspected monthly and annually?  
   “OK” ✔  “Action Needed” ☐

7. Are extinguishers provided in your remote areas (outside the workshop)?  
   “OK” ✔  “Action Needed” ☐

8. Are combustible scrap and debris removed from work areas at regular intervals?  
   “OK” ✔  “Action Needed” ☐

MACHINES AND EQUIPMENT

1. Are all machines or operations that expose operators or other employees to rotating parts, pinch points or particles, or sparks adequately guarded?  
   “OK” ✔  “Action Needed” ☐

2. Are mechanical power transmission components belts, pinch points, and nip points guarded?  
   “OK” ✔  “Action Needed” ☐

3. Are hand tools and other equipment regularly inspected prior to use to assure they are in good condition?  
   “OK” ✔  “Action Needed” ☐

4. Do hand-held safety nozzles for compressed air allow no more than 30 psi when dead ended?  
   “OK” ✔  “Action Needed” ☐

5. Is there sufficient clearance from stoves, furnaces, etc., for stock, woodwork or other combustible materials?  
   “OK” ✔  “Action Needed” ☐

6. Do you have a written lockout procedure?  
   “OK” ✔  “Action Needed” ☐

7. Are machines and other equipment provided with own means of power, disconnect, capable of being locked out (tag acceptable on 110v plug in equipment or tools)?  
   “OK” ✔  “Action Needed” ☐

8. Are actuating controls guarded against accidental actuation?  
   “OK” ✔  “Action Needed” ☐

9. Are emergency stopping devices or controls within reach of operator’s designated position?  
   “OK” ✔  “Action Needed” ☐

10. Have provision been made to prevent unintentional start up upon restoration of lost power (where unexpected actuation could cause injury)?  
    “OK” ✔  “Action Needed” ☐

11. Are guards on machinery securely fastened (only removable with use of tool) or interlocked?  
    “OK” ✔  “Action Needed” ☐

FLAMMABLE AND COMBUSTIBLE MATERIALS

1. Are approved safety cans or other acceptable containers used for handling and dispensing flammable liquids?  
   “OK” ✔  “Action Needed” ☐

2. Are all flammable liquids that are kept inside buildings stored in proper storage containers or cabinets?  
   “OK” ✔  “Action Needed” ☐

3. Do you have a NO SMOKING rule enforced in areas involving storage and use of hazardous materials?  
   “OK” ✔  “Action Needed” ☐

4. Are NO SMOKING signs posted prominently in areas containing combustible andflammables?  
   “OK” ✔  “Action Needed” ☐
**Self-Inspection Checklist**

**Flammable and Combustible Materials cont…**
5. Are flammable containers covered when not in use? ☐ ☐
6. Are covered metal waste cans used for oily and paint soaked rags? ☐ ☐

**WELDING AND CUTTING**
1. Are oxygen cylinders separated 20’ from fuel gas, or flammable or combustible liquids, or other highly combustible materials, or 5’ wall of non-combustible construction to separate O2 and fuel gas? ☐ ☐
2. Are gas cylinders stored away from heat or source of ignition? ☐ ☐
3. Are valve caps in place? ☐ ☐
4. Are cylinders stored in racks or chained upright? ☐ ☐
5. Are cylinders labeled as to their contents? ☐ ☐
6. Are cylinders marked full or empty? ☐ ☐
7. Do employees use the appropriate welding personal protective equipment (PPE) (gloves, helmets, aprons, capes, etc.) as conditions require? ☐ ☐
8. Are safety glasses worn under helmets? ☐ ☐
9. Are storage areas labeled? ☐ ☐

**LADDERS**
1. Are ladders checked for defects before use? ☐ ☐
2. If employee leaves the ladder to access a tree, are they protected by fall protection? ☐ ☐
3. If erecting a ladder for access into a tree, is the top of the ladder set firmly, minimizing the risk of the ladder twisting? ☐ ☐
4. Is the base of the ladder being positioned at a distance approximately one quarter the height of the ladder away from a vertical line dropped from the point of contact with the tree or wall? ☐ ☐
5. Is the climber aware that the unsupported part of the ladder must not touch any obstructions, even when loaded with the climber’s weight? ☐ ☐
6. Does the ladder incorporate a non-slip or stabilizing base and secured appropriately? ☐ ☐
7. If extended ladders are too heavy or too long to be taken away from the tree by ground staff are they lowered using a rope tied to the ladder and passed over a convenient branch? ☐ ☐
8. If work is carried out standing on a ladder, is the climber secured onto the tree by rope and harness? ☐ ☐

**MOBILE EQUIPMENT**
1. Are employees properly trained and issued permits for the use of mobile equipment? ☐ ☐
2. Are employees using harnesses and fall protection when in a basket when required? ☐ ☐
3. Is a daily checklist being conducted for the Powered Industrial Trucks and other mobile equipment prior to use? ☐ ☐
4. Have employees been trained on the differences between each piece of mobile equipment and its limitations? ☐ ☐

**HAZARD COMMUNICATION**
1. Are material safety data sheets (MSDS) readily available to employees for all chemicals? ☐ ☐
2. Are secondary containers properly labeled? ☐ ☐
3. Are employees trained on the chemicals they use prior to exposure? ☐ ☐
4. Are the required Hazard Communication posters displayed in the workplace? ☐ ☐
**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

1. Have you completed a PPE hazard assessment?  
2. Can you provide documentation/certification of your PPE hazard assessment?  
3. Have you trained employees in the proper use and storage of PPE?  
4. Do employees using powered groundskeeping equipment wear safety shoes, eye protection, and hearing protection?  
5. Do employees wear required PPE for Tree Trimming activities?  
6. Do you follow proper procedures for traffic control where the fall of a limb or tree would create a hazard for an employee, pedestrian or vehicular traffic?  
7. Do you have written procedures for use of personal protective equipment?

The following are common MIOSHA Standards that may apply to the Green Industry (Landscape, Tree Care, Lawn Maintenance and Irrigation services). Depending on the work activity, other standards may apply.

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<td>Part 10. Lifting and Digging Equipment</td>
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<td>Part 33. Personal Protective Equipment</td>
<td>Part 11. Fixed and Portable Ladders</td>
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<td>Part 53. Tree Trimming and Removal</td>
<td>Part 18. Fire Protection and Prevention</td>
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<td>Part 22. Signals, Signs, Tags, and Barricades</td>
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<td>Part 85. Control of Hazardous Energy Sources</td>
<td>Part 32. Aerial Work Platforms</td>
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<td>Part 42. Hazard Communications</td>
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<td>Part 72. Automotive Service Operations</td>
<td>Part 45. Fall Protection</td>
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<td>Part 86. Electric Power Generation</td>
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<td>Part 90. Confined Space Entry</td>
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