

LANDSCAPE SAFETY Checklist Template

WHAT A SAFETY CHECKLIST IS FOR:

Landscaping businesses use checklists to ensure the safety and well-being of their employees, clients, and the general public by systematically identifying and mitigating potential hazards, complying with industry regulations, and promoting a safety culture within their organization.



EVERY SAFETY CHECKLIST SHOULD INCLUDE:

PRE-WORK SAFETY CHECKS

Equipment, PPE, and hazard assessments

ON-SITE SAFETY PROTOCOLS

Safe work practices, emergency procedures, and first aid

POST-WORK SAFETY MEASURES

Equipment cleaning and storage and incident reporting

DOWNLOAD THE TEMPLATE

This Landscaping Checklist Safety List Template helps landscaping companies create comprehensive safety protocols, ensuring compliance with industry regulations and protecting their workforce. Download the template to streamline your safety processes, improve on-site safety, and reduce liability.

PRE-WORK SAFETY CHECKS

YOUR LOGO HERE

EQUIPMENT INSPECTION AND MAINTENANCE

Inspect all equipment, tools, and machinery for any signs of wear and tear or damage.

Item	Needs Immediate Attention	Monitor Condition	In Good Condition
Lawnmowers			✓
Trimmers/Edgers			
Leaf Blowers			
Chainsaws			
Hedge Trimmers			
Pruners/Shears			
Hand Trowels			
Hand Saws			
Loppers			
Weeding Tools			
Shovels and Rakes			
Wheelbarrows			
Sprayers and Spreaders			
Safety Harnesses and Ropes			

CHECK FUEL AND OIL LEVELS

Check gas-powered equipment for sufficient fuel and oil for the workday and refill if necessary.

Equipment	Refilled	Levels Okay
Lawnmowers		✓
Trimmers/Edgers		
Leaf Blowers		
Chainsaws		
Hedge Trimmers		
Power Tillers		
Brush Cutters		
Chippers/Shredders		
Power Generators		
Pressure Washers		

EXAMINE ELECTRICAL CORDS AND BATTERIES

Inspect cords for signs of fraying, cuts and nicks, and kinks or bends that could damage the internal wires. Ensure plugs and connectors aren't loose, and grounding prongs are intact. Check batteries for corrosion, leaking fluid, and residue, and ensure they hold a charge.

Item	Needs Immediate Attention	Monitor Condition	In Good Condition
Electric Lawnmowers			✓
Corded Trimmers/Edgers			
Electric Leaf Blowers			
Battery Powered Chainsaws			
Electric Hedge Trimmers			
Battery Powered Drills			
Electric Pressure Washers			
Battery Powered Sprayers			
Electric Tillers			
Battery Powered Pruners			

PERSONAL PROTECTIVE EQUIPMENT (PPE) CHECKLIST

PPE Items	Available (Yes/No)	Condition (Needs Replacing / Good / Monitor)
Hard Hats		✓
Safety Goggles		
Ear Protection (Ear Plugs/Muffs)		
Gloves		
High-Visibility Clothing		
Steel-Toed Boots		
Respirators/Dust Masks		
Face Shields		
Knee Pads		
Harnesses and Fall Protection		

PRE-WORK SAFETY CHECKS

YOUR LOGO HERE

CHECK PPE FOR FIT AND FUNCTIONALITY

Ensure PPE fits properly and works effectively for every member of field crews.

INITIAL ASSESSMENT

- **Sizing:** Select PPE items that match the individual's size and body measurements.
- **Adjustability:** Check for adjustable features such as straps, buckles, or elastic bands that allow for a customized fit.

FITTING SESSION

- **Try-On:** Have each employee try on the PPE to ensure it fits comfortably and securely.
- **Movement:** Ensure that the PPE does not restrict movement or impede the ability to perform job tasks.
- **Secure Fit:** Confirm that items like hard hats and goggles stay in place during movement and do not shift or fall off.

FUNCTIONALITY CHECK

- **Inspection:** Check each PPE item for any defects or damage, such as cracks, tears, or wear and tear that could compromise safety.
- **Operational Test:** Ensure that items with functional components, such as respirators or ear protection, work correctly.
- **Manufacturer Guidelines:** Follow the manufacturer's instructions for proper use and maintenance.

TRAINING AND EDUCATION

- **Proper Usage:** Train employees on the correct way to wear and adjust PPE. Demonstrate how to achieve a secure fit and the importance of maintaining PPE.
- **Regular Reassessment:** Conduct periodic reassessments to ensure that PPE continues to fit correctly and functions as intended.

SITE HAZARD ASSESSMENT CHECKLIST

List the main category of hazards (e.g., Terrain, Obstacles, Overhead Hazards) and the specific hazards within each category. Describe the actions needed to mitigate each identified hazard and when the actions will be completed.

Hazard Category	Specific Hazards	Identified (Yes/No)	Communicated Hazard to Team	Actions Required	Date Completed
Terrain	Uneven ground, holes, slopes			Level ground, fill holes, mark slopes	
Obstacles	Debris, tools, equipment			Clear area, organize tools/equipment	
Overhead Hazards	Tree branches, power lines			Trim branches, ensure a safe distance	
Wildlife/Insects	Bees, wasps, snakes			Relocate wildlife, use repellents	
Weather Conditions	Rain, wind, extreme heat			Monitor weather, provide shade/shelter	
Chemical Hazards	Pesticides, fertilizers			Proper storage, use protective equipment	
Noise Hazards	Loud machinery			Use ear protection, limit exposure time	
Electrical Hazards	Exposed wires, faulty outlets			Insulate wires, repair outlets	
Foot Traffic	Unauthorized personnel			Restrict access, use signage	
Other	Any additional hazards			Specify actions	

ON-SITE SAFETY PROTOCOLS

SAFE WORK PRACTICES FOR SPECIFIC TASKS

Task Name	Task Description
Potential Hazards	Identify specific hazards associated with this task
Step-by-Step Procedures	List the steps required to complete the task safely
Required PPE	Specify the personal protective equipment needed
Emergency Protocols	Outline emergency procedures related to this task
Compliance Requirements	Note any relevant safety regulations or standards that must be adhered to
Additional Notes	Provide any additional information or tips for performing the task safely

EXAMPLE:

Task Name	Tree Trimming
Potential Hazards	Falling branches, cuts from sharp tools, proximity to power lines
Step-by-Step Procedures	<ol style="list-style-type: none">1. Conduct a site assessment to identify hazards.2. Wear appropriate PPE (hard hat, gloves, safety goggles, harness).3. Use harnesses and ropes for climbing.4. Trim branches starting from the bottom and moving upwards.5. Ensure a safe distance from power lines.6. Use proper hand signals to communicate with the ground crew.
Required PPE	Hard hat, gloves, safety goggles, harness, high-visibility clothing
Emergency Protocols	<ol style="list-style-type: none">1. In case of injury, administer first aid and call for medical assistance.2. If a branch falls unexpectedly, clear the area and assess the situation.3. Have a spotter on the ground at all times to assist with emergencies.
Compliance Requirements	OSHA standards for tree trimming and use of PPE
Additional Notes	Ensure all tools are properly maintained and in good working condition.

YOUR LOGO HERE

EMERGENCY PROCEDURES AND FIRST AID

Proper emergency procedures and first aid practices are essential for the safety and well-being of employees on-site. This section outlines the key steps and requirements for preparing and responding to emergencies.

EMERGENCY PROCEDURES AND FIRST AID CHECKLIST

Procedure	Details	Status (Complete/In Progress /Not Started)
First Aid Kit Availability	Ensure a first aid kit is readily available on-site	
First Aid and CPR Training	Train employees on basic first aid and CPR	
Emergency Action Plan	Develop procedures for fire, severe weather, and medical emergencies	
Communication Methods	Ensure clear communication methods (e.g., two-way radios, cell phones)	
Emergency Contact Posting	Post emergency contact numbers and location information at the job site	

EMERGENCY PROCEDURES

FIRST AID KIT AVAILABILITY

Task	Details	Status (Complete/In Progress /Not Started)
First Aid Kit Location	Ensure first aid kits are located at accessible points on the job site	
First Aid Kit Contents	Regularly check and restock the first aid kit with essential supplies	
Inspection Schedule	Implement a schedule for regular inspection and maintenance of the first aid kit	

FIRST AID AND CPR TRAINING

Task	Details	Status (Complete/In Progress /Not Started)
Training Provider	Identify and arrange for a certified first aid and CPR training provider	
Employee Participation	Ensure all employees participate in the training sessions	
Certification and Records	Maintain records of employee training and certification	
Refresher Courses	Schedule periodic refresher courses to keep skills up-to-date	

EMERGENCY PROCEDURES AND FIRST AID

YOUR LOGO HERE

EMERGENCY ACTION PLAN

Task	Details	Status (Complete/In Progress /Not Started)
Fire Emergency Procedures	Develop and document procedures for responding to fire emergencies	
Severe Weather Procedures	Establish protocols for severe weather, including evacuation and shelter plans	
Medical Emergency Procedures	Create a plan for responding to medical emergencies, including first aid response and calling emergency services	
Training and Drills	Conduct regular training and emergency drills to ensure preparedness	

COMMUNICATION METHODS

Task	Details	Status (Complete/In Progress /Not Started)
Communication Equipment	Provide two-way radios, cell phones, or other reliable communication devices	
Emergency Communication Plan	Develop a plan outlining how to communicate during different types of emergencies	
Contact List	Create and distribute a list of emergency contacts, including phone numbers	

EMERGENCY CONTACT POSTING

Task	Details	Status (Complete/In Progress /Not Started)
Contact Numbers	Post emergency contact numbers, including local emergency services, on-site	
Location Information	Clearly display the location information for the job site	
Visibility and Accessibility	Ensure the posted information is visible and accessible to all employees	

FIRST AID KIT CONTENTS CHECKLIST

Item	Quantity Required	Quantity Available	Status (Complete/In Progress /Not Started)
Adhesive Bandages			
Sterile Gauze Pads			
Adhesive Tape			
Antiseptic Wipes			
Tweezers			
Scissors			
CPR Face Shield			
Instant Cold Packs			
Disposable Gloves			
First Aid Manual			

COMMUNICATION AND SIGNAGE

Effective communication and clear signage are vital to safe work environments. Ensure hazardous areas are appropriately marked, and team members can communicate effectively to maintain safety.

COMMUNICATION AND SIGNAGE CHECKLIST

Procedure	Details	Status (Complete/In Progress /Not Started)
Clear and Visible Signage	Use signage to indicate hazardous areas and restricted zones	
Communication Protocol	Establish communication methods for all team members, including hand signals	
Daily Safety Briefings	Hold briefings to discuss daily tasks and potential hazards	
Awareness and Understanding	Ensure all workers are aware of and understand the safety protocols	

CLEAR AND VISIBLE SIGNAGE

IDENTIFY HAZARDOUS AREAS:

- Conduct a site assessment to determine hazardous areas and restricted zones.
- Examples include areas with overhead power lines, heavy machinery operation, or uneven terrain.

SELECT APPROPRIATE SIGNAGE:

- Choose signs that are easily visible and understandable.
- Use standard colors and symbols for different types of hazards (e.g., red for danger, yellow for caution).

PLACE SIGNS STRATEGICALLY:

- Install signs at eye level where they can be easily seen.
- Place signs at the entrance to hazardous areas and at intervals within the area as needed.

REGULAR INSPECTION:

- Regularly check signs to ensure they remain visible and in good condition.
- Replace any damaged or faded signs promptly.

SIGNAGE PLACEMENT

Hazardous Area	Sign Type	Location Description	Status (Complete/In Progress /Not Started)
Overhead Power Lines	Danger - High Voltage	Near all power line crossings	
Heavy Machinery Operation	Caution - Heavy Equipment	At the perimeter of the machinery operation zone	
Uneven Terrain	Caution - Uneven Ground	At the entrance to uneven terrain areas	
Restricted Access Zones	Restricted Area - Authorized Personnel Only	At the entrance to restricted zones	

YOUR LOGO HERE

COMMUNICATION PROTOCOL

DEVELOP COMMUNICATION METHODS:

- Establish both verbal and non-verbal communication methods (e.g., hand signals, two-way radios).
- Ensure all team members are trained in these methods.

HAND SIGNALS:

- Create a set of standardized hand signals for common commands and safety warnings.
- Conduct training sessions to ensure all workers understand and can use these signals.

VERBAL COMMANDS:

- Develop clear and concise verbal commands for different scenarios.
- Ensure all workers know the commands and understand their meanings.

REGULAR TRAINING:

- Hold regular training sessions to refresh communication protocols and introduce any updates.

COMMUNICATION PROTOCOLS

Communication Method	Description	Status (Complete/In Progress /Not Started)
Hand Signals	Standardized signals for common commands	
Two-Way Radios	Issued to all team leaders and key personnel	
Verbal Commands	Clear and concise commands for specific tasks	
Training Sessions	Regular training to ensure understanding and proper use	

COMMUNICATION AND SIGNAGE

YOUR LOGO HERE

DAILY SAFETY BRIEFING

SCHEDULE BRIEFINGS:

- Hold briefings at the start of each workday.
- Ensure all team members attend.

DISCUSS DAILY TASKS:

- Review the day's planned tasks and assign responsibilities.
- Highlight any changes or updates from the previous day.

IDENTIFY POTENTIAL HAZARDS:

- Discuss any potential hazards associated with the day's tasks.
- Review mitigation measures and safety protocols.

ENCOURAGE QUESTIONS AND FEEDBACK:

- Allow team members to ask questions and provide feedback.
- Address any concerns or suggestions raised during the briefing.

DAILY SAFETY BRIEFING

Briefing Date	Topics Covered	Attendees	Notes/ Action Items	Status (Complete/In Progress /Not Started)
	Daily tasks, potential hazards, updates			

AWARENESS AND UNDERSTANDING

DISTRIBUTE SAFETY PROTOCOLS:

- Provide all workers with written copies of safety protocols.
- Ensure protocols are available in multiple languages if necessary.

TRAINING SESSIONS:

- Conduct comprehensive training sessions covering all safety protocols.
- Include hands-on demonstrations where applicable.

REGULAR REVIEWS:

- Hold periodic reviews to reinforce understanding and update protocols as needed.
- Encourage workers to stay informed about any changes or new safety information.

FEEDBACK MECHANISM:

- Establish a system for workers to provide feedback on safety protocols.
- Address any gaps or issues identified through feedback.

SAFETY TRAINING AND COMMUNICATION

Protocol Topic	Training Date	Trainer/ Instructor	Attendees	Notes/ Feedback	Status (Complete/In Progress /Not Started)
General Safety Protocols					
Specific Task Safety Protocols					
Emergency Procedures					
PPE Usage and Maintenance					

POST-WORK SAFETY MEASURES

YOUR LOGO HERE

Post-work safety measures ensure equipment is properly maintained and stored, and any incidents are documented and addressed.

EQUIPMENT CLEANING AND STORAGE

CLEAN ALL EQUIPMENT:

- **Dirt and Debris Removal:** Use brushes, compressed air, or water to remove dirt, grass, and debris from equipment.
- **Cleaning Solutions:** Apply appropriate cleaning solutions to remove grease or stubborn dirt.
- **Drying:** Ensure all equipment is thoroughly dried to prevent rust or corrosion.

INSPECT EQUIPMENT:

- **Damage Check:** Look for signs of wear, damage, or malfunction.
- **Functional Test:** Operate the equipment briefly to ensure it is working correctly.
- **Replacement Needs:** Identify any parts that need replacement or repair.

PROPER STORAGE:

- **Secure Location:** Store tools and machinery in a secure, dry location.
- **Organization:** Keep equipment organized to prevent damage and make it easy to find.
- **Fuel Drainage:** Drain fuel from gas-powered equipment if it will not be used for an extended period to prevent engine damage.

Equipment Item	Remove Dirt, Grass, Debris, and Grease	Check for Damage and Test Functionality	Secure, Organize, and Drain Fuel if Needed	Status (Complete/ In Progress/Not Started)
Lawnmowers	Brush off debris, wash with water	Check blades, fuel lines, and wheels	Store in dry, secure shed or garage, drain fuel	
Trimmers/Edgers	Wipe down with a cloth, clean cutting head	Inspect the cutting head, handle, and motor	Hang on wall hooks, secure storage area	
Leaf Blowers	Blow off debris, wipe with a cloth	Check the blower tube, air filter, and engine	Store on a shelf or hang on hooks, drain fuel	
Chainsaws	Clean chain and bar, remove sawdust	Inspect chain tension, bar, and motor	Store in case, secure storage area, drain fuel	
Hedge Trimmers	Clean blades with soapy water	Inspect blades, handle, and motor	Store in case or hang on wall hooks, secure area	
Pruners/Shears	Wipe down with a cloth, oil joints	Check blades and handles	Store in a toolbox or on hooks	
Shovels and Rakes	Wash with water, dry thoroughly	Inspect handles and heads	Store in a rack or hang on the wall	
Wheelbarrows	Rinse with water, dry thoroughly	Check tire pressure and handles	Store upside down or hang on the wall	
Sprayers and Spreaders	Rinse thoroughly, clean nozzles	Inspect hoses, nozzles, and tanks	Store in a dry, secure area	
Safety Harnesses and Ropes	Inspect for wear and tear, clean as needed	Check straps, buckles, and ropes	Store in a dry, secure location, away from chemicals	

REMOVE DIRT, GRASS, DEBRIS, AND GREASE:

- Use brushes, compressed air, or water to clean off any debris and grease from the equipment.
- Apply appropriate cleaning solutions for stubborn dirt or grease.

CHECK FOR DAMAGE AND TEST FUNCTIONALITY:

- Inspect each piece of equipment for any signs of wear, damage, or malfunction.
- Perform functional tests to ensure the equipment is operating correctly.
- Identify and replace any parts that are worn out or damaged.

SECURE, ORGANIZE, AND DRAIN FUEL IF NEEDED:

- Store tools and machinery in a secure, dry location to prevent damage and deterioration.
- Organize equipment properly to make it easy to find and to avoid clutter.
- Drain fuel from gas-powered equipment if it will not be used for an extended period to prevent engine damage.

INCIDENT REPORTING AND DOCUMENTATION

IMMEDIATE REPORTING:

- **Notify Supervisor:** Report any incidents or near-misses to a supervisor immediately.
- **Initial Assessment:** Provide a brief description of what occurred and any immediate actions taken.

COMPLETE INCIDENT REPORT FORMS:

- **Detailed Information:** Include the date, time, location, and details of the incident.
- **Witness Statements:** Collect statements from any witnesses to the incident.
- **Photos and Diagrams:** Attach photos or diagrams if they help explain the incident.

CONDUCT DEBRIEFING:

- **Team Discussion:** Hold a debriefing session with the team to discuss the incident.
- **Identify Causes:** Determine the root cause of the incident.
- **Preventive Measures:** Develop and implement measures to prevent similar incidents in the future.

MAINTAIN RECORDS:

- **Documentation:** Keep detailed records of all incidents and corrective actions taken.
- **Follow-Up:** Ensure that any recommended corrective actions are implemented and monitored.

Task	Details	Status (Complete/In Progress /Not Started)
Immediate Reporting	Notify the supervisor and provide an initial assessment	
Complete Incident Report Forms	Include date, time, location, details, witness statements, photos, and diagrams	
Conduct Debriefing	Discuss incidents with the team, identify causes, and develop preventive measures	
Maintain Records	Document incidents and corrective actions, follow up on implementation	

INCIDENT REPORT FORM

YOUR LOGO HERE

Date of Incident: _____

Time of Incident: _____

Location of Incident: _____

Reported By: _____

Witnesses: _____

Description of Incident:

Type of Incident:

- Near Miss
- Injury
- Property Damage
- Environmental Impact
- Others: _____

Details of Injuries (if any):

Immediate Actions Taken:

Root Cause Analysis:

Preventive Measures:

Photos/Diagrams Attached:

- Yes
- No

Witness Statements Attached:

- Yes
- No

Supervisor's Comments:

Corrective Actions Taken:

Follow-Up Required:

- Yes
- No

If Yes, Describe Follow-Up Actions:

Report Completed By: _____

Date: _____

Supervisor's Approval: _____

Date: _____