

EMERALD YARDS LLC

COMPREHENSIVE SAFETY & HEALTH PROGRAM

Commercial Landscape Maintenance | Landscape Construction | Irrigation | Tree & Shrub Care

DOCUMENT CONTROL	VALUE
Effective Date	July 25, 2018
Revision	1.0
Primary Market	Texas
Office	(210) 338-8649
Fax	(210) 245-7819
Safety Training	OSHA 10-Hour Outreach Training completed by applicable personnel
Ongoing Training	Documented weekly Toolbox Topics Safety Talks
Emergency	Call 911 for life-threatening emergencies

Designed for vendor qualification, employee training, field implementation, national-account review, property management, facility management, and general-contractor prequalification.

IMPORTANT: OSHA 10-Hour Outreach Training is training, not an OSHA certification. This program must be adapted to actual operations, specific hazards, applicable law, customer requirements, insurance requirements, and manufacturer instructions.

TABLE OF CONTENTS

1. Document Control & Approval
2. Management Safety Commitment
3. Roles & Responsibilities
4. Employee Participation & Stop-Work Authority
5. Safety Communication & Weekly Toolbox Talks
6. OSHA 10-Hour Outreach Training & Training Records
7. New-Hire Orientation & Training Matrix
8. Hazard Identification / JHA-JSA
9. Hierarchy of Controls
10. Personal Protective Equipment
11. Heat Illness Prevention
12. Vehicle & Defensive Driving Safety
13. Trailer, Loading & Towing Safety
14. Mower & Turf Equipment Safety
15. String Trimmers, Blowers & Hand Tools
16. Chainsaw & Tree Work Safety
17. Ladders & Work at Height
18. Irrigation Installation & Repair
19. Excavation, Trenching & Utility Locates
20. Electrical Safety
21. Lockout/Tagout & Stored Energy
22. Hazard Communication / SDS
23. Fertilizer, Herbicide & Pesticide Safety
24. Traffic, Parking Lots & Public Protection
25. Slips, Trips, Falls & Housekeeping

TABLE OF CONTENTS - CONTINUED

- 26. Ergonomics & Material Handling
- 27. Severe Weather & Storm Response
- 28. Emergency Response & First Aid
- 29. Incident / Near-Miss Reporting
- 30. Property Damage & Customer Incidents
- 31. Drug, Alcohol & Impairment
- 32. Workplace Violence & Harassment
- 33. Subcontractor Safety
- 34. Environmental Protection & Spill Response
- 35. Equipment Inspection & Maintenance
- 36. Fire Prevention & Fuel Safety
- 37. Commercial Customer Site Rules
- 38. Safety Inspections & Audits
- 39. Safety Performance Dashboard
- 40. Recordkeeping & Document Retention
- 41. Discipline & Enforcement
- 42. Annual Program Review
- 43. 52-Week Toolbox Talk Calendar
- 44. Printable Field Forms
- 45. National-Account Vendor Readiness Checklist
- 46. Management Sign-Off & Employee Acknowledgment

1. DOCUMENT CONTROL & APPROVAL

This program establishes Emerald Yards LLC baseline safety expectations for employees, supervisors, managers, temporary personnel, and subcontractors where applicable. Customer-specific requirements supplement this program.

Approval / Responsibility	Name	Signature	Date
Company Owner / Authorized Manager	Scott Kaiser		07/26/2018
Safety Program Administrator	Sonia Kaiser		07/26/2018
Operations Manager	Oscar Reynosa		
Field Supervisor / Competent Person(s)	Jose Andres		

Revision history

Revision	Date	Description	Approved By
1.0	08/25/2026	Initial comprehensive program	Management

2. MANAGEMENT SAFETY COMMITMENT

Safety is a condition of employment and a condition of doing business. No production goal, schedule, customer request, or financial objective takes priority over a reasonable safety decision.

Management provides leadership, resources, training, appropriate PPE, equipment maintenance, hazard controls, and a process for reporting and correcting hazards.

Emerald Yards uses proactive hazard identification, employee participation, inspections, training, near-miss reporting, incident investigation, and corrective action.

3. ROLES & RESPONSIBILITIES

Management sets expectations, provides resources, reviews performance, and supports stop-work decisions.

The Safety Program Administrator maintains this program, training records, inspection forms, incident files, safety metrics, and annual reviews.

Supervisors conduct pre-task reviews, enforce PPE, inspect equipment, control public exposure, and correct unsafe conditions.

Employees follow training and procedures, inspect tools, use PPE, report hazards and incidents, and never bypass safety devices.

4. EMPLOYEE PARTICIPATION & STOP-WORK AUTHORITY

Employees are encouraged to report hazards, near misses, damaged equipment, unsafe customer conditions, and improvement ideas without fear of retaliation.

Any employee may stop or refuse to begin a task when they reasonably believe an immediate serious hazard exists. The supervisor must be notified promptly.

Work resumes only after the hazard is evaluated and adequately controlled.

5. SAFETY COMMUNICATION & WEEKLY TOOLBOX TALKS

Emerald Yards conducts documented weekly Toolbox Safety Talks. Each talk records the topic, date, property/job, supervisor, hazards discussed, controls, PPE, questions, corrective actions, and attendance.

Topics are selected based on season, work type, incidents, near misses, equipment, customer requirements, weather, and observed field conditions.

Daily pre-task communication covers work scope, weather, traffic/public exposure, equipment, chemicals, emergency access, and changing conditions.

6. OSHA 10-HOUR OUTREACH TRAINING & TRAINING RECORDS

Emerald Yards values OSHA 10-Hour Outreach Training as foundational hazard-awareness education for applicable personnel.

OSHA states that Outreach Training is voluntary, provides basic safety and health information, and is not a certification or substitute for training required by specific OSHA standards.

Training records should identify employee name, course type, date, provider, and retained completion card/certificate information. Additional task-specific training remains required where applicable.

7. NEW-HIRE ORIENTATION & TRAINING MATRIX

Before independent work, new employees receive orientation covering emergency procedures, PPE, heat, hazard reporting, equipment, chemicals, vehicle safety, customer conduct, and stop-work authority.

Training must be understandable to the employee. Refresher training is provided when incidents, observations, equipment changes, new tasks, or performance gaps indicate a need.

TRAINING	NEW HIRE	FREQUENCY / TRIGGER
Company Safety Orientation	Yes	At hire / refresher as needed
OSHA 10-Hour Outreach	As applicable	Customer / role dependent
Weekly Toolbox Talk	Participate	Weekly
PPE	Yes	Annual / task change
Hazard Communication / SDS	Yes	Annual / new chemical
Heat Illness Prevention	Yes	Seasonal / annual
Equipment Safety	Before use	New equipment / refresher
Vehicle / Trailer Safety	If assigned	Annual / incident
JHA/JSA	Yes	Task/customer dependent
Emergency Response	Yes	Annual / site change

8. HAZARD IDENTIFICATION / JHA-JSA

Before starting work, identify hazards associated with the site, task, equipment, materials, people, weather, utilities, traffic, and changes in conditions.

Use a Job Hazard Analysis / Job Safety Analysis for higher-risk work and whenever required by a customer.

Stop and reassess when weather changes, utilities are discovered, equipment changes, customers enter the work area, a tree becomes unstable, chemicals are introduced, or conditions differ from the plan.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

9. HIERARCHY OF CONTROLS

Prefer elimination or substitution where feasible, followed by engineering controls, administrative/work-practice controls, and PPE as the final layer.

Temporary controls may be used while permanent controls are developed, but serious recognized hazards must remain controlled.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

10. PERSONAL PROTECTIVE EQUIPMENT

Management assesses workplace hazards and determines required PPE.

Typical PPE may include safety glasses, gloves, high-visibility apparel, hearing protection, protective footwear, hard hats, face protection, chainsaw protective equipment, and other task-specific PPE.

Employees inspect PPE before use and remove damaged PPE from service.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

11. HEAT ILLNESS PREVENTION

Plan work around heat and humidity when practical; provide potable drinking water and encourage frequent hydration.

Use shade/rest opportunities, acclimatize new or returning workers, and watch for signs of heat illness.

For suspected serious heat illness: stop work, move the person to a cooler area, call 911 when indicated, provide first aid within training, and do not leave the person alone.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

12. VEHICLE & DEFENSIVE DRIVING SAFETY

Only authorized, qualified drivers may operate company vehicles. Seat belts are required for every occupant.

No texting or handheld phone use while driving. Pull over safely for necessary communications.

Drivers inspect vehicles before use and report defects affecting safe operation. Loads, tools, fuel containers, and equipment are secured.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

13. TRAILER, LOADING & TOWING SAFETY

Verify hitch, coupler, safety chains, breakaway system, tires, lights, load distribution, and securement before travel.

Do not exceed rated towing, payload, axle, or trailer capacities. Use ramps correctly and keep personnel clear of pinch points.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

14. MOWER & TURF EQUIPMENT SAFETY

Inspect guards, shields, controls, tires, blades, belts, and emergency shutoffs before use.

Survey the mowing area for rocks, wire, glass, irrigation heads, holes, and people. Maintain thrown-object exclusion zones.

Shut down equipment before clearing jams, adjustments, or maintenance.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

15. STRING TRIMMERS, BLOWERS & HAND TOOLS

Wear eye protection and task-appropriate hearing protection. Inspect guards, handles, cords, batteries, fuel systems, and cutting heads.

Maintain safe separation from coworkers, customers, vehicles, windows, and fragile property. Never defeat guards or operate defective tools.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

16. CHAINSAW & TREE WORK SAFETY

Tree work is performed only by employees with appropriate training and authorization.

Evaluate tree condition, overhead hazards, power lines, drop zones, escape paths, traffic, pedestrians, and property before cutting.

Establish controlled work/drop zones and use appropriate chainsaw PPE. Stop work when electrical exposure, unstable trees, severe weather, or other hazards cannot be adequately controlled.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

17. LADDERS & WORK AT HEIGHT

Inspect ladders before use and remove defective ladders from service. Use the correct ladder type and size on stable surfaces.

Do not stand on prohibited steps or overreach. Reposition instead. Aerial lifts and elevated equipment require task-specific authorization and procedures.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

18. IRRIGATION INSTALLATION & REPAIR

Before excavation, identify and locate utilities using required utility-locate and customer/site procedures. Treat unknown lines as potentially hazardous.

Control excavation access, spoil placement, equipment movement, pedestrian exposure, water pressure, stored energy, and unexpected system startup.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

19. EXCAVATION, TRENCHING & UTILITY LOCATES

No excavation begins until required utility-locate steps are completed.

Evaluate soil, depth, access/egress, adjacent structures, water accumulation, traffic, equipment loading, and atmospheric concerns as applicable.

Never enter an unsafe trench or excavation. Protective systems and competent-person evaluations are used when required.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

20. ELECTRICAL SAFETY

Treat exposed electrical components as energized unless properly de-energized and controlled.

Inspect cords, plugs, tools, and equipment before use. Maintain required clearances from overhead power lines.

Do not perform electrical work outside employee training, authorization, or applicable licensing requirements.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

21. LOCKOUT/TAGOUT & STORED ENERGY

Where servicing equipment creates hazardous-energy exposure, identify all energy sources, isolate them, lock/tag as applicable, verify zero energy, perform work, and restore energy in a controlled manner.

Control stored hydraulic, pneumatic, electrical, mechanical, thermal, or gravitational energy.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

22. HAZARD COMMUNICATION / SDS

Maintain access to Safety Data Sheets for hazardous chemicals used in the workplace.

Employees must know how to locate SDS, interpret labels, identify hazards, select PPE, and respond to spills/exposure. Secondary containers are labeled when required.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

23. FERTILIZER, HERBICIDE & PESTICIDE SAFETY

Employees follow product labels, SDS information, PPE requirements, and applicable laws.

Chemicals remain in labeled compatible containers and are never placed in food or drink containers.

Pesticide applications are performed only by personnel with the credentials/authorization required for the application.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

24. TRAFFIC, PARKING LOTS & PUBLIC PROTECTION

Commercial sites often remain open during maintenance. Protect customers, pedestrians, delivery drivers, and employees.

Use cones, barricades, signs, spotters, high-visibility apparel, and work-zone controls appropriate to the task and customer requirements.

Never block entrances, fire lanes, accessible routes, loading zones, hydrants, or emergency access.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

25. SLIPS, TRIPS, FALLS & HOUSEKEEPING

Maintain clear walking routes and promptly remove debris, clippings, hoses, cords, and tools.

Watch for wet grass, irrigation overspray, uneven pavement, roots, holes, curbs, and landscape edging. Restore every work area clean and safe.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

26. ERGONOMICS & MATERIAL HANDLING

Plan heavy or awkward lifts. Use mechanical assistance or team lifting when appropriate.

Keep loads close to the body, avoid twisting while lifting, use stable footing, and rotate repetitive tasks when practical.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

27. SEVERE WEATHER & STORM RESPONSE

Monitor weather conditions relevant to the worksite. Stop outdoor work when lightning, high winds, flooding, extreme heat, or other conditions create uncontrolled hazards.

After storms, assume downed electrical lines, unstable trees, hidden debris, and damaged structures may be present.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

28. EMERGENCY RESPONSE & FIRST AID

For life-threatening emergencies, call 911 first and provide the site address and access information.

Supervisors should know the nearest appropriate emergency facility, site contact, emergency access, first-aid resources, and assembly area.

Provide first aid only within the responder's training. Promptly report all injuries.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

29. INCIDENT / NEAR-MISS REPORTING

Report work-related injuries, illnesses, near misses, property damage, vehicle incidents, chemical exposures, and serious hazards promptly.

Investigations focus on facts, contributing factors, root causes, and prevention. Corrective actions are assigned and tracked to closure.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

30. PROPERTY DAMAGE & CUSTOMER INCIDENTS

Immediately protect people from further harm and secure the affected area. Notify the supervisor and customer representative as required.

Document facts, photographs when appropriate, equipment involved, and witness information. Do not admit liability or promise payment; management/insurer handles claims communication.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

31. DRUG, ALCOHOL & IMPAIRMENT

Employees may not perform safety-sensitive work while impaired by alcohol, illegal drugs, or any substance that makes work unsafe.

Employees using medication that may impair alertness should confidentially discuss work restrictions with management before safety-sensitive duties.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

32. WORKPLACE VIOLENCE & HARASSMENT

Threats, fighting, intimidation, harassment, and violent behavior are prohibited. Employees should leave escalating confrontations when safe and contact management or emergency services as appropriate.

Retaliation against employees who report safety or workplace concerns in good faith is prohibited.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

33. SUBCONTRACTOR SAFETY

Subcontractors receive site-specific requirements before mobilization when applicable and must meet legal, customer, and Emerald Yards requirements for their work.

Emerald Yards may require insurance, licenses, training records, incident information, and task qualifications. Unsafe subcontractor work may be stopped until corrected.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

34. ENVIRONMENTAL PROTECTION & SPILL RESPONSE

Prevent releases of fuel, oil, fertilizer, herbicides, and other chemicals. Keep spill-control materials available when warranted.

For a spill: stop the source if safe, protect people, contain the material, prevent entry to drains/waterways, notify management, and obtain appropriate response assistance.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

35. EQUIPMENT INSPECTION & MAINTENANCE

Equipment is inspected before use and maintained according to manufacturer recommendations. Safety guards, shields, interlocks, brakes, emergency stops, and protective devices are not bypassed.

Defective equipment is identified and removed from service until repaired and released by an authorized person.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

36. FIRE PREVENTION & FUEL SAFETY

Store fuels and flammable materials in appropriate containers and locations. Keep ignition sources away from fuel handling.

Allow hot equipment to cool as required before refueling and maintain appropriate fire extinguishers where required.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

37. COMMERCIAL CUSTOMER SITE RULES

Follow customer sign-in, PPE, parking, speed, access, escort, work-hour, and emergency procedures.

Keep work areas professional and clean; protect customer property. Report unsafe site conditions to the customer representative and Emerald Yards supervisor.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

38. SAFETY INSPECTIONS & AUDITS

Supervisors conduct routine field observations and equipment inspections. Management performs periodic formal audits of training, incidents, PPE, equipment, chemical storage, vehicles, and corrective actions.

Findings receive an owner and due date. Repeat findings require root-cause review and stronger controls.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

39. SAFETY PERFORMANCE DASHBOARD

Track leading indicators such as training completion, toolbox talks, inspections, near-miss reports, corrective-action closure, equipment defects, and safety observations.

Track lagging indicators such as recordable injuries, lost-time events, vehicle incidents, and property damage. Accurate reporting is expected and never discouraged.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

40. RECORDKEEPING & DOCUMENT RETENTION

Maintain training, inspections, JHAs, SDS, incidents, equipment maintenance, driver authorization, chemical applications, and corrective actions according to applicable requirements.

Protect confidential medical and personnel information from unnecessary access.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

41. DISCIPLINE & ENFORCEMENT

Safety rules apply consistently to management, supervisors, employees, and subcontractors. Coaching and corrective action focus on the behavior and hazard.

Employees will not be disciplined for reporting legitimate hazards, injuries, near misses, or stop-work concerns in good faith.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

42. ANNUAL PROGRAM REVIEW

Review this program at least annually and whenever significant changes occur in work, equipment, chemicals, staffing, customer requirements, incidents, or applicable requirements.

Management reviews safety metrics, audits, investigations, employee feedback, customer findings, and training completion, then updates procedures as needed.

Field standard: If the crew cannot clearly explain the hazard, the control, and the emergency response before starting, stop and obtain supervisor direction.

43. 52-WEEK TOOLBOX TALK CALENDAR

Use one topic per week and substitute site-specific topics when conditions require. Document attendance and discussion.

WEEK	TOPIC	DATE / INITIALS
1	Company Safety Expectations	
2	PPE	
3	Slips, Trips & Falls	
4	Vehicle Safety	
5	Defensive Driving	
6	Trailer Safety	
7	Hand Tools	
8	Power Equipment	
9	Spring Startup Safety	
10	Irrigation Safety	
11	Utility Locating	
12	Excavation Safety	
13	Mower Safety	
14	String Trimmer Safety	
15	Blower Safety	
16	Flying Debris / Eye Protection	
17	Heat Illness Prevention	
18	Hydration	
19	Sun Exposure	
20	Working in Extreme Weather	
21	Chemical Safety	
22	SDS / Hazard Communication	
23	Fertilizer Safety	
24	Herbicide / Pesticide Safety	
25	Heat Stress	
26	Emergency Response	
27	First Aid	
28	Severe Weather	
29	Tree Work	
30	Chainsaw Safety	
31	Falling Objects	
32	Electrical / Power-Line Awareness	
33	Ergonomics	
34	Lifting	
35	Repetitive Motion	
36	Ladder Safety	

WEEK	TOPIC	DATE / INITIALS
37	Storm Cleanup	
38	Damaged Trees	
39	Equipment Inspection	
40	Fire Prevention	
41	Slips / Falls Refresher	
42	Vehicle Safety Refresher	
43	Backing & Spotters	
44	Property Protection	
45	Winter Weather	
46	Fuel Safety	
47	Incident Reporting	
48	Emergency Procedures	
49	Near-Miss Reporting	
50	Customer-Site Safety	
51	Stop-Work Authority	
52	Annual Safety Review	

44A. WEEKLY TOOLBOX SAFETY TALK

Print or use electronically. Complete all applicable fields and retain according to company/customer requirements.

FIELD	ENTRY / NOTES
Date / Job	
Customer / Property	
Supervisor	
Topic	
Hazards Discussed	
Controls / PPE	
Employee Questions / Comments	
Corrective Actions	

Additional notes / signatures:

44B. DAILY JHA / JSA

Print or use electronically. Complete all applicable fields and retain according to company/customer requirements.

FIELD	ENTRY / NOTES
Task / Location	
Step 1 - Hazard / Control	
Step 2 - Hazard / Control	
Step 3 - Hazard / Control	
PPE Required	
Equipment / Tools	
Emergency Plan	
Supervisor Approval	

Additional notes / signatures:

44C. VEHICLE / TRAILER PRE-TRIP INSPECTION

Print or use electronically. Complete all applicable fields and retain according to company/customer requirements.

FIELD	ENTRY / NOTES
Unit / Trailer #	
Date / Driver	
Tires / Wheels	OK / Defect
Brakes	OK / Defect
Lights / Signals	OK / Defect
Hitch / Safety Chains	OK / Defect
Load Securement	OK / Defect
Fuel / Fluids	OK / Defect
Defects / Corrective Action	

Additional notes / signatures:

44D. EQUIPMENT INSPECTION

Print or use electronically. Complete all applicable fields and retain according to company/customer requirements.

FIELD	ENTRY / NOTES
Equipment / Unit #	
Operator / Date	
Guards / Shields	OK / Defect
Controls / Shutoff	OK / Defect
Blades / Cutting Parts	OK / Defect
Leaks / Damage	OK / Defect
PPE	Available / Missing
Repair / Release	

Additional notes / signatures:

44E. FIELD SAFETY INSPECTION

Print or use electronically. Complete all applicable fields and retain according to company/customer requirements.

FIELD	ENTRY / NOTES
Site / Inspector / Date	
Housekeeping	Good / Correct
PPE	Good / Correct
Traffic / Public	Good / Correct
Equipment	Good / Correct
Chemicals	Good / Correct
Utilities / Excavation	Good / Correct
Heat / Weather	Good / Correct
Corrective Actions	

Additional notes / signatures:

44F. INCIDENT / NEAR-MISS REPORT

Print or use electronically. Complete all applicable fields and retain according to company/customer requirements.

FIELD	ENTRY / NOTES
Date / Time	
Location / Customer	
Person(s) Involved	
Type	Injury / Near Miss / Property / Vehicle / Chemical
What Happened	
Immediate Actions	
Witnesses	
Root Cause / Contributing Factors	
Corrective Action	

Additional notes / signatures:

44G. EMPLOYEE SAFETY ORIENTATION

Print or use electronically. Complete all applicable fields and retain according to company/customer requirements.

FIELD	ENTRY / NOTES
Employee / Position	
Hire Date / Supervisor	
Safety Program	Reviewed
PPE	Reviewed
Heat / Weather	Reviewed
Equipment	Reviewed
Hazard Communication / SDS	Reviewed
Driving / Fleet	Reviewed
Stop-Work Authority	Reviewed
Employee Signature	
Supervisor Signature	

Additional notes / signatures:

44H. PPE HAZARD ASSESSMENT

Print or use electronically. Complete all applicable fields and retain according to company/customer requirements.

FIELD	ENTRY / NOTES
Task	
Hazard	
Required PPE	
Engineering / Administrative Controls	
Employee(s)	
Assessor	
Date	
Review Trigger	Change / Incident / New Equipment / Annual

Additional notes / signatures:

44I. MONTHLY SAFETY DASHBOARD

Print or use electronically. Complete all applicable fields and retain according to company/customer requirements.

FIELD	ENTRY / NOTES
Employees	
Hours Worked	
OSHA 10 Completion %	
Toolbox Talks Completed	
Safety Inspections	
Near Misses	
Corrective Actions Open	
Corrective Actions Closed	
Recordable Injuries	
Lost-Time Injuries	
Vehicle Incidents	
Property Damage Incidents	

Additional notes / signatures:

44J. CORRECTIVE ACTION LOG

Print or use electronically. Complete all applicable fields and retain according to company/customer requirements.

FIELD	ENTRY / NOTES
Finding	
Responsible Person	
Due Date	
Status	
Verification / Closure	

Additional notes / signatures:

45. NATIONAL-ACCOUNT VENDOR READINESS CHECKLIST

CATEGORY	READY
Company capability statement	☐
W-9 / legal business information	☐
Certificate of insurance	☐
Required licenses / credentials	☐
Safety & Health Program	☐
OSHA 10-Hour training records	☐
Weekly Toolbox Talk records	☐
Employee training matrix	☐
JHA/JSA forms	☐
Vehicle inspection records	☐
Equipment inspection records	☐
PPE hazard assessments	☐
Incident / near-miss process	☐
Corrective-action process	☐
Heat illness prevention	☐
Hazard Communication / SDS	☐
Emergency response procedures	☐
Customer-site safety procedures	☐
References / commercial project history	☐

Recommended use

Provide this safety package together with Emerald Yards capability statement, W-9, certificate of insurance, licenses/credentials, references, and a concise service proposal when pursuing national-account, property-management, facility-management, or general-contractor work.

46. MANAGEMENT SIGN-OFF & EMPLOYEE ACKNOWLEDGMENT

Management commitment

Emerald Yards LLC commits to maintaining a workplace in which employees are trained, hazards are identified and controlled, safety concerns can be reported without retaliation, and customer properties are protected through professional field practices.

MANAGEMENT SIGN-OFF	ENTRY
Program Owner	
Title	
Date	
Next Review Date	
Signature	

Employee acknowledgment

I acknowledge that I received access to the Emerald Yards LLC Safety & Health Program. I understand that I am responsible for following applicable safety rules, using required PPE, reporting hazards/injuries/near misses, participating in required training, and asking for help when I do not understand a safe work method.

EMPLOYEE	ENTRY
Employee Name	
Position	
Date	
Employee Signature	
Supervisor Signature	

REFERENCE NOTE

Program framework informed by OSHA Recommended Practices for Safety and Health Programs, OSHA safety-management guidance, OSHA Outreach Training Program guidance, and OSHA Landscape and Horticultural Services hazard resources. Verify current requirements before use on a specific contract.

Official OSHA resources: www.osha.gov/safety-management | www.osha.gov/training/outreach | www.osha.gov/landscaping/hazards

END OF PROGRAM