

 DALHOUSIE UNIVERSITY	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> July 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>
Facilities Management Hand Pruning Shears Safe Work Instructions		
Service: Environmental	Shop: Grounds and Horticulture	
Hazards Identified: Repetitive motion, slipping, tripping, over reaching,		
Personal Protective Equipment Required: Safety glasses, safety boots, hand protection, hard hat, long sleeve shirt. Long pants,		
Training Required: Before using this equipment employees must be trained by a competent person in its proper use and care and in the proper use and maintenance of all required PPE.		

These safe work practices must be followed at all times and are to be reviewed annually.

1. Do not use this equipment unless you have been properly trained in its use.
2. The required personal protective equipment must be used at all times while this equipment is being operated.
3. Always follow the information provided in the manufacturer's manual.
4. Inspect hand pruning shears and lopping shears before use and ensure they are in good/safe working condition.
5. Ensure that pruning shears are kept sharp and in good working condition at all times.
6. Ensure that these types of tools are stored properly when not in use.

7. Always use the right tool for the job. (Hand shears, preferably bypass shears, for stems up to $\frac{3}{4}$ inch diameter and lopping shears for branches up to $1\frac{3}{4}$ inch in diameter.)
8. Ensure the handles on this type of tool are a good fit for your hand.
9. Always follow proper pruning techniques.
10. Make several cuts when pruning long stems or branches.
11. Clear pruning debris away from the work area regularly to eliminate possible tripping hazards.
12. Always have the side of the item to be cut away from your body.
13. Always clean your pruning shears when you finish a job.
14. Always ensure that the safety catch is engaged when you are not using the shears.
15. When not in use, do not leave this type of tool lying around; store the shears properly.
16. Never run while carrying this type of tool.
17. Do not play with, throw or try to catch tools of this type.
18. Do not engage in conversations or allow your concentration to drift while working with this type of tool.
19. Never use pruning shears for anything other than their intended use.
20. Ensure that the shears are properly stored after use.
21. Do not remove or alter guards on equipment used for sharpening any of these tools.
22. Do not use shears that are damaged or faulty. Tag damaged or faulty equipment and report the problem to your supervisor for appropriate action.