

 <b>DALHOUSIE UNIVERSITY</b>  <b>Facilities Management Manual Pole Saws/Pruners Safe Work Instructions</b>	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> May 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>
<b>Service:</b> Environmental Services	<b>Shop:</b> Custodial	
<b>Hazards Identified:</b> Uneven terrain, falling branches, saw dust, losing your balance, exhaustion, lack of concentration,		
<b>Personal Protective Equipment Required:</b> Hard hat, safety boots, safety gloves , safety glasses or goggles, arm protection,		
<b>Training Required:</b> Proper use of pole saws / pruners Proper tree trimming techniques		

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

1. Only properly trained employees are to use this equipment.
2. The required PPE must be worn at all times while operating this equipment.
3. When choosing a pole saw / pruner to work with, ensure its weight and your physical ability are compatible.
4. Choose saws with shorter handles for ease of use.
5. Use extra care with longer handles pole saws due to the potential for increased instability.
6. Avoid using pole saws with handles that are longer than required for the work being performed.
7. Collapse the handle to its shortest length for storage and transport.

8. Ensure that blades are covered with a scabbard or are folded into the handle when not in use.
9. Keep handle joints clean to ensure that lock properly in place during use.
10. Ensure that saw and pruner blades are kept sharp at all times.
11. Always stand on a level area of ground.
12. If necessary place something on the ground to create a level area for standing.
13. Ensure that area is free of debris and other possible tripping hazards before starting to work.
14. Ensure there are no overhead hazards such as power lines, broken or cracked limbs, etc.
15. Do not work on, or take extra care when working on, diseased trees, trees that are cracked or rotten.
16. Mark the work area with caution tape to prevent other persons from entering the area where you are standing or where branches will fall.
17. Always work with a helper.
18. Whenever possible, attach a guy / puller rope to the limb to be cut so that the helper can help control a falling limb.
19. Ensure that you have a clear escape route away from the area where a branch is falling.
20. Remove any small or broken limbs below the limb you are cutting to reduce the potential for falling debris.
21. Never stop work with a partially sawn limb still attached to the tree.
22. Use non-conductive tools and appropriate PPE when working near power lines.
23. If you use a ladder ensure that it is well secured and that you wear fall arrest equipment.
24. If you use an aerial bucket truck the operator must be properly trained.