

Yard Safety Checklist

Use this checklist for training on common yard safety hazards and how to prevent them, particularly for sidewalk crews that move in and out of the yard while picking up and dropping off equipment, loading and unloading liquid and granular materials, etc.

Loading and unloading equipment

- When loading and unloading equipment, do so in a safe place away from people and vehicle/equipment traffic.
- Utilize safe lifting techniques: bend your knees, do not twist your body while lifting or lowering equipment, keep your back straight, and use lifting partners for heavy or odd-shaped equipment.
- Make sure you have stable footing and grip to reduce slipping and falling. Store equipment in a safe area, or attempt to load and unload on a dry, non-slippery surface.

Loading and unloading materials

- Material loading will take place before and during a winter event. Ensure you are in a safe zone with few moving people and vehicles/equipment to increase safety and reduce yard inefficiencies.
- Lift heavy and odd-shaped objects as well as bags of ice melt or liquid containers over 50 pounds with a partner.
- When loading material in and out of a vehicle or equipment, do not throw the material or pick up and twist while loading. Turn your body, arms, and feet as you lift and load to reduce personal injury.
- Clean up spilled materials to reduce slip and fall hazards.

Moving around in the yard

- Stay in walking areas to reduce the possibility of being hit by vehicles and equipment or creating constraints and roadblocks.
- Always wear the required Personal Protective Equipment (PPE) and Hi-Vis (High Visibility) apparel to be easily identified by others.
- Walk under and near overhead lighting, fence lines and paths. Look around you in all directions, continuously scanning your environment for safety.

Keep an eye out for equipment and vehicles

- Be aware of equipment and material loading areas, entrances and exits, repair shop doors, fences, gates, and any area where visual distance is reduced.
- Be observant of equipment noises such as engine, implement, tires, and horn, and keep an eye out for warning lights.

Yard Safety Checklist

Entrance and exits

- Enter and exit through designated walkway gates or paths.
- Do not walk in front of or through entrance and exit points, especially at night or when you are not wearing the proper PPE. Walk in designated areas or as far to the side as possible.
- Look ahead to identify vehicle and equipment lighting and listen carefully for any noise. Items such as tall fences, gates, plants and trees can obstruct the visual awareness of a driver or operator, especially in adverse weather conditions or at night.

Slip and fall hazards

- Note common slip and fall hazards and report them to your immediate supervisor or the personnel supervising the yard area.
- Mitigate the risk especially if it is snow and ice that needs to be cleared or removed.
- Place cones or markers near the risk to reduce the probability of injury, and be aware of site grading, low areas, shaded areas, drainage and other site-specific risks.

Night work

- When walking in and out of the yard at night, make sure you are wearing Hi-Vis PPE and reflective apparel to increase visibility.
- Walk in areas that utilize overhead lighting, carry a flashlight that is on, or wear head lamps so you can be easily identified.
- Use sight and sound to be aware of moving equipment without lights or warning signs. Be observant of other hazards such as snow, ice, pavement transitions, and others that may be difficult to see at night.