



## Landscape Services

## Safety Standard Operating Procedure

(Revised 9/2023)

### Installation of Wreath at Old Central

This SOP provides guidance on the safe installation of Old Centrals holiday wreath. As with any equipment or tools, the most basic premise for safe operation is reading and adhering to the manufacturer's instructions and warnings. This SOP is not a substitute for the owner's manual produced by the manufacturer.

### Safety

<b>PPE Required Library Wreath Installation:</b>	Gloves, Safety Eyewear, Sturdy footwear, hardhat, safety vest. Lift operator = safety harness, caution cones.
<b>Scheduled:</b>	November
<b>Tools Needed</b>	Pliers, Side Cutters, Dielectric Grease, Zip Ties, Track Mats, Batteries for the lights.
<b>Safety Hazards:</b>	Pedestrian traffic, lifting, bending, equipment malfunction, hot or cold temperatures, sharp objects and inclement weather, falling from heights over 20'.

### Pre-installation Checks

1. Check that the batteries on the lights are replaced and working.
2. Ensure that all ornaments are securely fastened to the wreath.

### Installation of Wreath on Old Central

1. Coordinate with SSS to schedule the lift in order to hang the wreath. (Ladders may also need to be used)
2. Once arriving onsite, assess all potential safety hazards and site conditions.
  - a. If you should identify a safety risk, coordinate with your supervisor on possible remedies to avoid an unsafe work condition.
3. Caution of the sidewalks and workspace along the south side of Old Central.
4. Once site has been secured, lay down your track mats to assist with getting as close to the building as possible without hitting the building.
5. Once track mats are in place, mobilize the lift into a safe and comfortable operating location on the track mats.
6. Unbox/unwrap the wreath.
7. Move packaging/storage away from the work space to avoid any tripping hazards.
8. Secure the wreath to the lift before going vertical.
  - a. It is important to note that we do not want to over extend when hoisting the wreath into place. We do not want any fall hazards or back injuries from over extension.
9. Put on the safety harness.
10. Clip the safety harness into the lift.
11. Raise the lift into a safe operating position.

12. Attach the wreath to the building.
13. Ensure all securing points on the wreath are snug.
14. Turn on lighting timers to ensure proper lighting function.
15. Lower the lift.
16. Unclip from the lift.
17. Pickup the jobsite of all debris generated.
18. Collect all the track mats.
19. Remove caution cones.

### **Changing of the Batteries**

1. Coordinate with SSS to schedule the lift in order to change the batteries.
2. Once arriving onsite, assess all potential safety hazards and site conditions.
  - a. If you should identify a safety risk, coordinate with your supervisor on possible remedies to avoid an unsafe work condition.
3. Caution of the sidewalks and workspace along the south side of Old Central.
4. Once site has been secured, lay down your track mats to assist with getting as close to the building as possible without hitting the building.
5. Once track mats are in place, mobilize the lift into a safe and comfortable operating location on the track mats.
6. Put on the safety harness.
7. Clip the safety harness into the lift.
8. Raise the lift into positions to change battery packs.
9. Each battery pack holds 3 D batteries.
10. Once new batteries are installed, ensure that they are set to the proper lighting window.
  - a. Please consult with your supervisor to confirm timer setting.
11. Lower the lift.
12. Unclip from the lift.
13. Pickup the jobsite of all debris generated.
14. Collect all the track mats.
15. Remove caution cones.